

**Job Descriptions for Executive Staff**  
**Original Edition**  
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## **Executive Department**

### **Department Overview:**

The Executive Staff is responsible for handling the overall direction of The 10,000 Hours Show organization. The executive branch oversees overall 10K objectives and operation. They handle large picture items and coordination between departments to meet organization-wide goals.

### **Staff positions**

**Executive Director:** Responsible for leading the 10K at The University of Iowa and surrounding community. Executive Director duties include but are not limited to:

- Meetings
  - Conduct Board of Directors meetings
  - Take lead in facilitating the bi-weekly Management Team meetings
  - Attend bi-weekly all-staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Events/Projects
  - Oversee the organization of executive retreats and trainings
  - Coordinate artist booking process
  - Facilitate and implement Management Team policy decisions on special volunteer cases
- Oversee Executive Nonprofit, Grassroots, Marketing and Public Relations, Business and Finance, and Operations Directors
  - Ensure all projects are handled
  - Ensure proper communication to respective staffs
- Final say on all 10K public content, budgeting, purchasing, and event coordination
- Serve as the principal representative of The 10,000 Hours Show
- Send a mass email as appropriate but at least twice a year to the UI community to promote volunteer registration and the project itself
- Develop, assist, and hold an accountable staff
- Maintain positive communication with the 10K Management Team
- Answer the Executive Director email account

**Executive Assistant:** Responsible for various processes within the 10K Executives

\*Note: the Executive Assistant is a non-voting member of the Executive Board

- Meetings:
  - Meet weekly with Executive Nonprofit, Grassroots, Marketing/PR, Business and Finance, and Operations Directors
  - Attend bi-weekly All-Staff meetings
  - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Serve as the co-principal representative of The 10,000 Hours Show (similar to a vice president...or something)
- Assist Executive Director along with Nonprofit, Grassroots, Marketing/PR, Business and Finance, and Operations Directors with any projects
  - Essentially, any project that might not fall cleanly within the parameters of one department could be the Executive Assistant's responsibility
- Answer the Executive Assistant email account