KICK-OFF & HOSPITALITY COORDINATOR

The Kick-Off & Hospitality Coordinator organizes Spring Sing Kick-Off and is responsible for hospitality during the week of the show.

Since Kick-Off occurs at the very start of the Spring Sing season, it is imperative that this person be self-motivated.

RESPONSIBILITIES

- Plan and implement Spring Sing Kick-Off in conjunction with the Spring Sing Committee, including
- Clearly communicate vision and expectations of Kick-Off to the full Spring Sing committee
- Aggressively and imaginatively advertise Kick-Off to the campus community
- Work closely with the Technical Producer to ensure a successful Kick-Off event
- Coordinate all snacks/meals for gym rehearsals, dress rehearsal, and the day of show (including for committee, crews, union, and judges)
  - Note: this includes working directly with the Technical Producer to provide meals for the crews and unions
- Oversee/manage hospitality rooms at the Santa Barbara Bowl. This includes making sure the downstairs area of the Bowl is completely cleaned before departing the Bowl.
- Make reservations for the judge’s luncheon
- Coordinate thank you writing to all individuals who assisted with production/implementation of the show
- Make reservations for the winner’s celebration at Taffy’s Pizza

EXPECTATIONS

Your presence is required at the following events and trainings:

- Spring Sing Committee Retreat
  - Friday, January 23, 2015 | 5pm to 9pm
  - Saturday, January 24, 2015 | 9am to 9pm
- Weekly Spring Sing Committee Meetings
  - Beginning the week of January 26, 2015
  - Concluding the week of April 8, 2015
- Spring Sing Kick-Off | February 5, 2015
- Gym Rehearsals | March 16-19
  - Please note: the entire committee is not required to attend gym rehearsals. Details will be outlined as gym rehearsals get closer.
- Dress Rehearsal | March 20, 2015
- Spring Sing | March 21, 2015
- Other meetings/gatherings that your specific position entails
- All Spring Sing Committee members, with the exception of the Producer, are expected to assist with Bowl clean up prior to going to Taffy’s
You are invited and encouraged to attend Student Leader training from 10am to 5pm on Saturday, January 10, 2015.

You are invited and encouraged to attend Leadership Lunches. These occur twice a month from 12noon to 1pm on Tuesdays.

QUALIFICATIONS

- Have a minimum 2.3 GPA
- Strong ability to manage time well, meet deadlines, maintain a high level of organization, and manage multiple projects simultaneously
- The ability to be self motivated and to work independently when the need arises
- The ability and desire to work closely with other student leaders, the Assistant Director of Campus Life, and the Technical Producer of Spring Sing
- The ability to relate and work professionally with a diverse student population
- Maintain full-time student status at Westmont and fulfills the college’s eligibility requirements for participation in campus activities as reflected in the Student Handbook
- An understanding of Westmont’s mission, campus environment and culture
- Students on disciplinary probation are not eligible to apply to student leadership positions.
- If a current student leader violates the community life standards or policies, their organizational advisor or supervisor will be notified and the student will be required to meet with the advisor or supervisor to discuss the situation and determine whether the student should be permitted to continue to serve in the role. It is the advisor or supervisor’s responsibility to make this decision.