VIDEO COORDINATOR

The Video Coordinator is responsible for creative video documentation of the Spring Sing process. Note: the show itself will be recorded professionally (arranged by the Technical Producer).

It is essential that this person have experience with filmmaking and editing. Additionally, this person must be highly organized and have the capacity to meet deadlines.

It is preferred, but not required, this person has own camera equipment and editing software (or access to equipment and software).

RESPONSIBILITIES

- Create videos for Spring Sing process (e.g. kickoff, committee video, etc.)
- Keep the Spring Sing Producer, Assistant Director of Campus Life, and Technical Producer in the loop at all times. For example:
  - Fill them in on vision and storyboarding of various projects
  - Show them a rough draft two weeks before event
  - Show them a finished version one week before event
- Deliver 100% finalized videos intended for the show no later than the Wednesday prior to Spring Sing.
- Creatively document the process of Spring Sing for possible use at the show and on the Spring Sing website. Footage desired includes, but is not limited to committee meetings, director meetings, Kick-Off, gym rehearsals, Bowl set up (including time lapse), backstage happenings, etc.
- Deliver an edited 30-second highlight video (intended for use on the Spring Sing website) of each skit and side act within two weeks following Spring Sing.

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
- Experience with film production (recording and editing)
- 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.