



# WESTMONT

## SPRING SING

### SPRING SING ASSISTANT PRODUCER 2019

#### EXPECTATIONS

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Your presence is required at the following events and trainings. Please mark these dates on your calendars now and make necessary arrangements to be available for these important sessions:

- Spring Sing Committee Retreat: Saturday, January 12, 2019
- Weekly Spring Sing Committee Meetings
  - Beginning the week of January 21st
  - Concluding the week of April 2nd
- Kick Off
- Gym Rehearsals (the entire committee is not required to attend gym rehearsals. Instead, the committee will rotate.)
- Dress Rehearsal (March 29th)
- Spring Sing (March 30th)
- Other meetings/gatherings that your specific position entails

#### RESPONSIBILITIES

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The Assistant Producer is responsible to be the go-to person for the Producer. It is required that this person have served on the Spring Sing committee or directed a dorm skit before. This is a two-semester requirement as the Assistant Producer transitions to the following year's Spring Sing Producer.

Your job is to empower the Spring Sing Producer in order to do their jobs and make sure the Producer is supported throughout the entirety of planning the show.

- **Uphold Community Life Statement and ethos of Westmont College**
- Assist with a variety of tasks
- Assistant to the Technical Director on-stage during show night
- Work with Bowl staff to make sure everything gets cleaned up after the show
- Support the directors
  - Meet at least once for a 1-on-1 with each pair of dorm directors to see how you can help
- Support the committee
- Meet weekly with the Assistant Director of Campus Life
- Help with weekly Spring Sing core team meetings
- Managing content
  - Scripts
  - Lyrics
- Document and evaluate – Keep detailed notes for your next year as Producer

## QUALIFICATIONS

- Cumulative grade point average of 2.3 or higher
- Experience with planning and implementation of both small and large-scale programs
- 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 to work in a fast-paced office
- The ability and desire to work closely with other student leaders, the Assistant Director of Campus Life, and Technical Producer
- The ability to relate and work professionally with a diverse student population
- The ability to organize time and resources to develop, promote, implement, and evaluate programs
- The ability to be flexible, creative, and distinct with programming and program promotion
- The ability to manage financial resources effectively and responsibly and to work within a specified budget.
- Maintains full-time student status at Westmont and fulfills the college's eligibility requirements for participation in campus activities as reflected in the Student Handbook.
- Excellent verbal and written communication skills and strong interpersonal skills
- Ease and professionalism in working with faculty, staff, community members, fellow students and local event providers
- Possesses an understanding of Westmont's mission, campus environment and culture (current or previous experience on the programming board or in student leadership is desirable)
- Strives to manifest Christian commitment in thought, word, and deed