



WESTMONT

SPRING SING

GRAPHIC DESIGNER

All positions on the Spring Sing Committee are part of a creative team that plans, manages, and produces Spring Sing. The committee functions as a team, but there are tasks specific to each role.

The Graphic Designer is responsible for all graphic design elements of Spring Sing, including creatively and consistently integrating the Spring Sing theme into the branding of the show.

It is essential that this person be experienced with graphic design and is able to handle multiple projects at once.

RESPONSIBILITIES

- Develop Spring Sing logo and have image ready to use by Spring Sing Kick Off.
- Design and order Spring Sing t-shirts. T-shirts should be completed and on campus three weeks prior to the show.
- Design and order committee apparel. Apparel should be completed and distributed to committee members two weeks prior to show.
- Design and order Backstage Passes and All-Access Passes. Passes should be printed, laminated, and in hand one week prior to show.
- Design and order Spring Sing programs. Programs should be printed and in hand one week prior to the show.
- Design DVD cover. DVD cover should be completed one week prior to the show.
- Design and coordinate execution of Spring Sing opening backdrop. The backdrop should be completed two days prior to the show.
- Work closely with committee on the available budget and pricing options for individual projects, as well as be able to work within specified budget.
- Work closely with the Assistant Director of Campus Life prior to sending anything to print.
- Assist Producer, Assistant Director of Campus Life, and Technical Producer with needs as they arise

EXPECTATIONS

Your presence is required at the following events and trainings:

- Spring Sing Committee Retreat
 - Saturday, January 12, 2019
- Weekly Spring Sing Committee Meetings
 - Beginning the week of January 21, 2019
 - Concluding the week of April 2, 2019
- Spring Sing Kick-Off | February 6, 2019
- Gym Rehearsals | March 25-28
 - Please note: the entire committee is not required to attend gym rehearsals. Details will be outlined as gym rehearsals get closer.
- Dress Rehearsal | March 29, 2019
- Spring Sing | March 30, 2019
- Other meetings/gatherings that your specific position entails

- Assisting fellow committee members with responsibilities (e.g. committee backdrop, video(s), bringing props to the bowl, delivering cardboard to dorms, etc.)
- 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

QUALIFICATIONS

- Experience with graphic design
- 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.