



WESTMONT

SPRING SING

HOSPITALITY

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.

This position is responsible for all hospitality needs related to Spring Sing.

RESPONSIBILITIES

- Update library display case
- Make reservations for the winner's celebration at Taffy's Pizza
- 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 during rehearsal and show
- Make reservations for the judge's luncheon
- Coordinate thank you writing to all individuals who assisted with production/implementation of the show
- 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, 2019
 - 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 and Hospitality, are expected to assist with Bowl clean up prior to going to Taffy's

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.