



WESTMONT

SPRING SING

LOGISTICS

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 supports many logistical pieces of Spring Sing. Including, but not limited to: tickets, t-shirts, DVDs, etc.

RESPONSIBILITIES

- Handle all ticket matters related to the show, including:
 - In conjunction with the Spring Sing Committee, Assistant Director of Campus Life, and Technical Producer, work with existing pricing structure
 - Work with Assistant Director of Campus Life to update website with accurate ticket information (e.g. pricing information, frequently asked questions, etc.)
 - Coordinate ticket distribution to dorm directors
 - Work with Technical Director to:
 - Arrange VIP seating
 - Committee guests
 - Backstage & All Access Pass distribution
 - Coordinate/arrange comp seating
 - Coordinate/arrange parking passes for Bowl Parking Lot
- Work with advisors to coordinate production, pricing, and sales of any Spring Sing related items (e.g. t-shirts, DVDs, etc.). This includes:
 - Working closely with Graphic Designer on limitations/budget of designs.
 - Coordinating instruction and staffing of all sales venues (e.g. Dining Commons, Santa Barbara Bowl, etc.)
 - Work with Technical Advisor to coordinate duplication of DVDs
 - This happens typically a month after the show
 - Coordinate distribution of DVDs when they arrive to campus (DVDs typically arrive 2-3 weeks after 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 11, 2020
- Weekly Spring Sing Committee Meetings
 - Beginning the week of January 6, 2020
 - Concluding the week of April 6, 2020
- Spring Sing Kick-Off | February 5, 2020
- Gym Rehearsals | March 23-26, 2020
 - Please note: the entire committee is not required to attend gym rehearsals. Details will be outlined as gym rehearsals get closer.
- Dress Rehearsal | March 27, 2020

- Spring Sing | March 28, 2020
- 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.