

Program Board Application 2018-2019

Applications are due Monday, April 30st at 5:00pm in the Program Board office, Room 1519 in the UCen or online. Please feel free to call us at (805) 893-3536 if you have any questions.

This is a yearlong commitment; you must be an enrolled student at UCSB the entire time. You must also be taking a minimum of 6 units each quarter in order to remain on Program Board. Stipends for positions are paid through UCSB Payroll.

Position(s) applying for (If choosing more than one, please *rank* in order of interest with 1 being your most desired):
See Position Descriptions at the end of the application for more information on each position.

Rank	Position	Rank	Position
	Commissioner		Publicity Coordinator (2)
	Deputy Commissioner		Event Safety Coordinator
	Special Events Coordinator		Event Safety Assistant
	Concerts Coordinator		Production Coordinator
	Programming Assistant (2)		Production Assistant (2)
	Cultural Events Coordinator		Ticket Coordinator
	Films Coordinator		Digital Media Coordinator
	Graphics Coordinator*		Volunteer Coordinator
	Graphics Assistant*		

**If you are applying for either Graphics position, you are encouraged, but not required, to complete the optional Graphics assignment on the last page of this application.*

Name _____ Perm Number _____

Local Phone (____)____-____ E-mail _____ @ _____

Local Address _____

Permanent Address _____

City _____ State _____ Major _____

Expected Graduation Date _____ GPA Over 2.0? (Y or N) _____

No. of Units Being Taken Spring 2018 _____ No. of Total Units Completed by Spring 2018 _____

PART I

What is AS Program Board and what does it do?

Do you have any previous experience with Program Board or any other AS affiliated organization? If yes, please describe your involvement.

What other commitments (job, clubs, other organizations, etc. ...) do you have currently and plan on continuing throughout next year?

Are you planning on going abroad?

Will you be attending Summer Sessions?

Do you have previous experience with event planning or programming? If yes, please describe your involvement. Please be specific.

What differentiates you from other applicants?

PART II.

Describe any ideas you have for your position on the Board.

Please tell us why you want to be on Program Board and what you hope to accomplish as a board member.

For many people, Program Board is a *passion*, but it is also a *job*. By accepting a position with Program Board, you are accepting the obligations of an employee of Associated Students/UCSB. You will be expected and required to fulfill the time commitment involved with this position (about 10-15 hours a week). You will occasionally need to work late at night or early in the morning. You will be expected to assist with all of the events sponsored by ASPB. Please keep in mind that most board members dedicate more time to the board than is required. Board members must prioritize their work with Associated Students Program Board, serving the campus community, above other campus commitments- an essential part of the success of AS Program Board. Are you willing and capable of meeting this commitment?

If you have read the above statement and consent to the aforementioned commitments, please sign below.

Is there any other information you would like the committee to be aware of? If so, please state here:

Signature of Applicant _____ Date _____

Job Descriptions

COMMISSIONER: The Program Board Commissioner heads Program Board and is the official representative of the board in all campus and system wide matters, in accordance with the Legal Code of Associated Students. The Commissioner is the official spokesperson for the Program Board in matters as various as the Major Events Committee, Arts and Lectures Advisory Committee, UCen Building Committee, and others. The Commissioner is responsible for fiscal management of the entire board including the preparation of the budget for the subsequent year. The Commissioner is also an authorized signer for financial matters. This position coordinates the operations of all Program Board committees and is responsible for all voting matters before the board. The Commissioner is also responsible for creating an agenda and chairing weekly meetings.

DEPUTY COMMISSIONER: This position includes working with the Commissioner on Program Board matters. In the event of the absence of the Commissioner, you will be expected to assume the duties of the Commissioner. For the business relations aspect of the position, you will be responsible for developing relationships with local and national businesses for obtaining business sponsorships to fund various events, especially EXTRAVAGANZA. You are an authorized signer for financial matters and are responsible for updating the board weekly on the budget at hand. You are also expected to assist the other coordinators, and act as a liaison between ASPB and Student Groups.

SPECIAL EVENTS COORDINATOR: You will be responsible for the booking of bands and organizing noontime shows in Storke Plaza during the week and for coordinating larger concerts on campus in venues such as Campbell Hall, Events Center, and Harder Stadium. You may also organize any special event you want to see at UCSB that is approved by Program Board. The Special Events Coordinator coordinates Extravaganza, The Warm Up, Delirium, and Welcome Back Concerts. This position is flexible and allows for creativity.

CONCERTS COORDINATOR: The Concerts Coordinator is one of the most time consuming positions on the board. The Concerts Coordinator works on programming for the Hub, as well as helping student groups and aiding in many other booking matters. This is a very difficult task, but is very rewarding for the overachiever. The Concerts Coordinator works directly with agents and promoters to book concerts that appeal to the student population. As Concerts Coordinator, you will be responsible for constantly researching current music trends, forming budgets, presenting them to board, negotiating with agents, contacting artists' managers, working with an assistant, and coordinating meetings as well as details for any shows booked.

PROGRAMMING ASSISTANT (2): This position provides assistance to the Special Events and Concerts coordinators in planning events and shows on campus. Tasks range from brainstorming ideas for events, communicating with agents, and making budgets. This position allows you to put on smaller events.

CULTURAL EVENTS COORDINATOR: As Cultural Events Coordinator you will be responsible for coordinating at least three events that span various genres including but not limited to intellectual lectures, creative art displays, and comedy shows. This position does require you to build professional relationships with agents at major and minor speaker's bureaus and agencies. You will also be responsible for coordinating with student groups to assist in booking keynote speakers and talent for their various events.

FILMS COORDINATOR: This position provides the board with a flexible programming position in terms of booking movies on campus. Programming consists of a film series and prescreenings. Your film selection may include blockbusters or some oldies but goodies that you want to bring back to the big screen. You will be working through companies such as Swank and Films, Inc. and an independent booking agent. You will also be responsible for obtaining Ad slicks, posters, and advertising for the shows. The Films Coordinator is responsible for films shown on Tuesdays in IV Theater.

DIGITAL MEDIA COORDINATOR: The Digital Media Coordinator will act as a manager of the Marketing team, consisting of Graphics and Publicity. Manages the ASPB website, keeping it up to date on all ASPB events and adding information as needed. The digital media coordinator is also responsible for staying up to date on all social media and networking outlets including Facebook, Twitter, Tumblr, and various other outlets. This coordinator should find various opportunities for viral networking and marketing. He or she should be knowledgeable of popular social media and attract new audiences by means of an online presence.

GRAPHICS COORDINATOR: As Graphics Coordinator, you will develop advertisements, posters, logos, and other artwork to be used for promoting Program Board shows. Ads will be run in the Nexus, Independent, Bottom Line, etc. Posters and flyers will also be created throughout the year. Computer skills are crucial to produce professional looking publicity (Familiarity with Adobe Indesign, Photoshop, and Illustrator is required. Other design programs are a plus). This job is time consuming and allows for some creativity (although the priority is to present events clearly in ads). This job is very important to the board.

GRAPHICS ASSISTANT- Assists the Artwork Coordinator in developing and producing advertisements, posters, logos, and other artwork in order to publicize Program Board events to the public. Computer skills are crucial, especially knowledge of graphic design programs such as Adobe Photoshop. This position will involve working very closely with the Graphics Coordinator.

EVENT SAFETY COORDINATOR: The goal of the Event Safety Coordinator is to ensure the safest possible environment at concerts and other events sponsored by AS Program Board. The Event Staff that are under your training are the liaisons between the event goers and the CSO's and Police. Previous experience in event security is a plus but is not necessary for the position. Meetings with the Police, professional security companies, CSOs and the Fire Marshall are required. The ability to communicate well with a variety of people in all kinds of situations is crucial. You will also need management skills as you are required to keep monthly payroll, hire and supervise an event staff of up to 30 people. Also you will need to order, maintain and use security equipment including radios and barricades.

EVENT SAFETY ASSISTANT: Assist the security coordinator in providing a safe environment during events. The Assistant Event Safety Coordinator may supervise a crew, and assist in payroll preparation. You will need to work with the Event Safety Coordinator in any assistance they may need.

PRODUCTION COORDINATOR: This position involves coordinating and arranging production for all Program Board events. Sound reinforcement is the main production task, and for this you must maintain and train a crew, which involves hiring, supervising, and keeping payroll records. The Production Coordinator must be capable of mixing live sound as well as having the ability to lead and delegate a group of employees. The Production Coordinator is also required to have management skills as it must organize up to a 40 person crew.

PRODUCTION ASSISTANTS (2): Assist the production coordinator in providing sound and light support for events. The Assistant Production Coordinator may supervise a crew, assist in payroll preparation and help the Production Coordinator in repairing and maintaining the ASPB equipment.

PUBLICITY COORDINATOR (2): ASPB relies heavily on social networking sites such as Facebook and Twitter to promote events, and as Publicity Coordinator, you will be required to maintain these accounts. You will be responsible for writing press releases for each show/event for local radio, newspapers, campus departments, etc, flyering on and off campus and maintaining ASPB's sandwich boards. During events, you are responsible for overseeing all photographers and writers.

TICKET COORDINATOR: This position entails a lot of organization. You will be responsible for ordering tickets (when needed) for concerts, lectures, etc. working closely with the AS Ticket Office and any other ticket outlets. You will keep track of the progress of the show and the seating arrangements. The Tickets Coordinator is also responsible for keeping and controlling the guest list and complimentary tickets, which involves working closely with the programmer for each event. You may also be responsible for setting up distribution on the night/day of the show to distribute tickets ordered by phone or comps.

VOLUNTEER COORDINATOR: This coordinator is responsible for assembling and maintaining an active membership of volunteers to assist in Program Board events. This person coordinates volunteer group's flyering events, works with RHA to outreach to incoming first year students, and coordinates volunteers to work at A.S. Program Board events including ticket taking, hospitality, etc. The position calls for a skill for networking and creativity toward recruiting potential students.

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Optional Graphics Assignment

Create an poster for an event for an artist of your choice.

Rules:

- Poster dimensions are 11x17”
- Must include following information in some form (you can reword information for clarity)
 - “[Your Name] Presents...”
 - Venue Name (The Hub)
 - Artist Name
 - Ticket prices (\$20 for Students, \$25 for General, \$30 for Door)
 - Beer Garden for 21+
 - Doors Open (8:30 PM)
 - “No glowsticks, fireworks, lasers, skateboards, bottles, cans, knives, alcohol, illegal substances, wallet chains, recording devices, backpacks, large bags, hula hoops, projectile items, stage diving, crowd surfing or moshing. Any person engaged in violent conduct or endangering others will be removed from the venue.”
 - OPTIONAL: Image of artist on poster (photograph/illustration)
- Poster must be saved as an editable AI or PSD as well as a PDF
- Send final to commissioner@as.ucsb.edu by April 30th at 5pm.