

Program Board Application 2018-2019

Applications are due Friday, Oct. 12 at 5:00pm in the Program Board office, Room 1519 in the UCen, or online. Please feel free to call us at 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 for more information on the responsibilities of each position.

Rank	Position
	Publicity Coordinator
	Ticket Coordinator

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 Fall 2018 _____ No. of Total Units Completed by Fall 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?

What do you consider to be your strengths and weaknesses?

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

What are your personal goals? Future career goals? How does Program Board fit into those goals?

What differentiates you from other applicants? _____

PART II.

Describe any programming ideas you have for your position on the Board (if you are not applying for a programming position, state your ideas for the position for which you are applying).

Have you been to a Program Board event before? If so, what did you like about it and what would you change? _____

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 a hired individual on UCSB's payroll. You will be expected and required to fulfill the time commitment involved with this position (about 10- 15 hours a week). Please keep in mind that most board members dedicate more time to the board than is required and often make sacrifices to their schedule for the betterment of board and to serve the campus community- 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 above- mentioned commitments, please sign below.

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

Professional Reference Contact Information (at least one)

Signature of Applicant _____ Date _____

Job Descriptions

PUBLICITY COORDINATOR (2): As Publicity Coordinator you will be responsible for making sure that all the local newspapers have press pictures, information, and other necessary items to run an ad or an article. Setting up interviews for local radio and news stations is also involved in this job. ASPB relies heavily on social networking sites such as Facebook and Twitter to promote events, and 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.