



# UBC DANCE CLUB

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## Executive positions

**President** – Makes sure everyone else is doing their jobs. Coordinates to make sure sponsorship, marketing, member engagement and Gala Ball is all on track. Maintains good relations between the Execs and the club members. Maintains good relations within the dance community.

*Requires at least one year of previous Exec experience.*

Skills and abilities: project management, being team-oriented, extreme organizational skills

Level of commitment: **too damn high.**

**Internal VP**- Maintains good relations with the dance instructors, as well as ensures a high level of member engagement through on-campus events, socials and other activities. Responsible for formation and maintenance of all committees of non-executive members as well as community engagement within the Club.

*Requires at least one year of previous Exec experience.*

Skills and abilities: communication skills, organizational skills, professionalism

Level of commitment: **high**

**External VP** - Responsible for external affairs including all active promotion, social media, and graphics and general media. Responsible for the marketing portfolio including Graphic Designers, Photo/Videographer, and Sponsorship Coordinator. Assists the President with maintaining good relations with the dance community and Gala Chair with Gala sponsorship.

*Requires at least one year of previous Exec experience.*

Skills and abilities: strong interpersonal skills, ability to network, professionalism

Level of commitment: **very high**

**Treasurer** – Overlooks all club finances and works closely with each Exec teams (SoCos, Marketing, Gala, etc) to balance the budgets. Keeps an organized record of all transactions through spreadsheets for regular reports and reviews.

*Requires at least one year of previous Exec experience.*

Skills and abilities: intense organizational skills (especially Excel or online record-keeping platforms), time management skills, needs to be on campus during the daytime quite often

Level of commitment: **high**

**Gala Chair** - Produces and chairs the organization of our annual open competition. Works closely with the advisory board and Gala committee in the planning of a successful and engaging Gala Ball for club members and the dance community at large.

*Requires at least one year of previous Exec experience.*

Skills and abilities: organizational skills, project management skills, ability to work effectively in cross-functional teams.

Level of commitment: **too damn high**

**Bookings reps (2)** – Books all facilities for all of the club's classes, activities, events and meetings. Coordinate and negotiate with the AMS and clubs to find appropriate space bookings.

Skills and abilities: assertiveness, extreme organizational skills

Level of commitment: **medium**

**Graphics Designers (2)** – Designs the club's promotional material: print ads, FB promo material, programs and handbooks. Coordinates with Marketing Directors to ensure promotional materials fit with the overarching marketing goals and themes.

Skills and abilities: previous experience with Photoshop and/or InDesign an asset. Needs to be able to work under tight deadlines.

*Please email a portfolio of any related work to [president@ubcdanceclub.com](mailto:president@ubcdanceclub.com) ideally a week before the AGM.*

Level of commitment: **medium-high**

**Social Coordinators (2)** – Plans and organizes all of the club socials and events, including Team Match and Holiday Ball. Works under tight budget restrictions to deliver engaging and interactive events.

Skills and abilities: organizational skills, creativity, ability to delegate, project management

Level of commitment: **medium-high**

**Sponsorship Coordinator** – Responsible for all sponsorship for the Club as well as the Gala Ball. Works closely with the EVP to create a sponsorship package and evaluate, engage, and secure possible sponsors.

Skills and abilities: organizational skills, networking, communication, professionalism

Level of commitment: **medium-high**

**Photographer/videographer** (2) – Produces all video and photographic material for club promo and events recaps. Works closely with Marketing Director to ensure materials fit with the overarching goals and theme. Needs to have own equipment.

Skills and abilities: previous experience with Photoshop or Lightroom an asset. Previous experience with video editing software an asset. Ability to work under tight deadlines. An eye for creativity.

*Please email a portfolio of any related work to [president@ubcdanceclub.com](mailto:president@ubcdanceclub.com) ideally a week before the AGM.*

Level of commitment: **medium**

**Secretary** - Takes detailed, well-organized minutes at every Executive meeting. Organizes the registration process for students in September. Responsible for making sure the office is organized (as much as possible), well-stocked, and clean. Knows where stuff is.

Skills and abilities: extreme organizational skills. Able to be on campus often.

Level of commitment: **medium-low**

**IT Manager** – Maintains and updates the club's website, making sure it's efficient, has good flow, and interactive. Maintains the club's computer hardware and software.

Skills and abilities: previous experience with Wordpress and/or coding languages an asset. Ability to read and understand code reference documentation. An eye for design.

*If you would like to present a portfolio, please email related work to [president@ubcdanceclub.com](mailto:president@ubcdanceclub.com) ideally a week before the AGM.*

Level of commitment: **medium**

**Equipment manager** – Responsible for DJing at all of the club's events. Knows how to setup all of the stereo equipment and music. In charge of managing all of the club's equipment.

Skills and abilities: owning a vehicle is an asset. Handy with electrical equipment. Good ear for music.

Level of commitment: **medium-low**

**Newcomer Representative (2)** – Newcomer Reps act as a liaison between Newcomer dancers and the rest of the club members as well as the Executive Team in order to represent the voice of the biggest audience in the UBC Dance Club. Newcomer Reps also assist other Executive Team members with their roles and responsibilities.

Skills and abilities: Passion for the UBC Dance Club, willingness to help your peers improve and have fun, great work ethic, and a positive attitude!

Level of commitment: **medium-low**