

**UTSC Music Society**  
*Executive Position Application Form*



Name	
Email	
Phone Number	
Academic Program	
Year of Study	
Tell us about your musical history!	
Do you have any prior experience as an executive of a student group? If so, please provide details about your experience in these positions.	
<p>Which UMS executive position are you applying for?</p> <p><i>*Please read below for additional requirements</i></p>	<p><b>Administration</b></p> <p><input type="radio"/> President</p> <p><input type="radio"/> Communications Lead*</p> <p><input type="radio"/> Communications Assistant*</p> <p><input type="radio"/> Finance Officer</p> <p><b>Events</b></p> <p><input type="radio"/> Events Lead</p> <p><input type="radio"/> Events Coordinator (4 positions avail.)</p> <p><b>Marketing</b></p> <p><input type="radio"/> Marketing Lead*</p> <p><input type="radio"/> Marketing Associate*</p>
How many hours a week do you anticipate being able to devote to UMS activities?	

<p>For each position you are applying for, please state what skills and experiences you possess that make you a suitable candidate for this position?</p>	
<p>If you were previously part of UMS, please state your position as well as three events, activities, or tasks you completed as an executive. If not, leave this section blank.</p>	<p><b>Position:</b></p> <p><b>Events/Activities/Tasks:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Please email your **resume** and **completed form** to [info@utscmusic.com](mailto:info@utscmusic.com) by **5 PM on Friday March 27**, with subject title *Executive Application*

\* **Additional Requirements:** If you are applying for a position in the Marketing and Communications category, we also request that you attach the following with your application:

- **Communications Lead/Communications Assistant:**
  - Compose a sample email that you would send to a new member of UMS to welcome them to the club and tell them about our organization
- **Marketing Lead/Marketing Associate:**
  - Design a poster and/or facebook banner for a UMS Lounge Night event
  - Include two additional samples of digital artwork that you have created (preferably work that is meant to promote some sort of event or distribute information, like a poster or brochure)
  - Compose a sample tweet and email that you would send out to promote a UMS lounge night event

*UMS Lounge Night events feature free coffee and snacks, along with live performances by UTSC musicians. The date and time of this (fictional) event is Wednesday, October 7, 2015 at 7 p.m. in the T.V. Lounge in the Student Centre. Feel free to make up any additional details.*

## Executive Position Descriptions

### President

- Responsible for overseeing general club operations
- Official spokesperson for the club
- Lead organizer for the club's larger initiatives (e.g. creation of new ensembles)
- Maintains communication with the ensemble leaders
- Ensures that the club is functioning in a manner consistent with the club's values and constitution
- Direction, development and promotion of the overall objectives and goals of the club

### Communications Lead

- Maintain documentation of the club's operations throughout the year
- Oversees club and ensemble recruitment
- Management of club email
- Coordinates merchandise sales (both semesters)
- Strategizes new ways to recruit members for UMS, and reach all the musicians on campus

### Communications Assistant

- Initiates communication via email with new club members
- Records minutes
- Assists Communications Lead to maintain documentation of the club's operations throughout the year
- Assists Communications Lead to strategize new ways to recruit members for UMS, and reach all the musicians on campus

### Finance Officer

- Completes funding applications for events and initiatives
- Maintains record of financial transactions
- Signing officer on the UMS bank account
- Assists Communications Lead and Events Lead in organization of our major fundraising projects (merchandise sales and singing telegrams)

### Marketing Lead

- Networks with other club leaders and community groups to look for opportunities for collaboration
- Contacts advertising services (on- and off-campus) to promote UMS initiatives
- Maintains the club's online presence by regularly updating our facebook and twitter pages, and the UMS website

### Marketing Associate

- Design posters, facebook banners, tv banners, and brochures for UMS events and initiatives
- Assists Marketing Lead to maintain the club's online presence by regularly updating Facebook and twitter pages, and the UMS website

### Events Lead

- Organizes on-campus events that provide members with opportunities for performance
- Organizes off-campus performance trips to see professional musicians (TSO, musicals, etc.)
- Organizes social events for our members (movie nights, end-of-term socials)
- Manages a team of three event coordinators, who will assist with the above tasks

### Events Coordinator (x4)

- Carries out tasks as delegated by the Events Lead