

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



Name	
Email	
Phone Number	
Academic Program	
Year of Study	
Which UMS executive position are you applying for?	<input type="radio"/> Marketing Assistant <input type="radio"/> Communications Assistant
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.	
How many hours a week do you anticipate being able to devote to UMS activities?	

Please state what skills and experiences you possess that make you a suitable candidate for this position.

**Additional Requirements:** Based on the position you are applying for, complete the following. Please attach this with your application:

- **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 Assistant: (complete at least one of the following)**
  - Design a 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, June 8, 2016 at 6 p.m. at the T.V. Lounge. Feel free to make up any additional details.*

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

## Executive Position Descriptions

### Communications Assistant

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

### Marketing Assistant

- Works with Marketing Lead to maintain Twitter and Facebook feeds, and our website
- Creates a strong online presence for UMS, ensuring our members are informed of our upcoming events and feel involved in club activities
- HTML knowledge not required, but is considered an asset
- Design posters, Facebook banners, and brochures for UMS events and initiatives
- Skilled in Adobe Photoshop

