

Carolina Productions

University of South Carolina Student Life

Eligible Applicants must:

1. Maintain a GPA no less than 2.5
2. Be in good standing with academic department and free from judicial probation
3. Qualify as a "Full-Time Student"

General Duties and Responsibilities for all of the Executive Board

4. Attend all executive retreats, trainings, and meetings
5. Participate and support peers through assistance in planning, executing, volunteering and attending Carolina Productions events
6. Maintain a minimum of seven office hours per week, at least six of which shall be during regular business hours. Weekly committee and executive board meetings do not count towards the seven required office hours
7. Manage office hours using SubtUp to properly clock in and out
8. Provide outstanding customer service to all students and staff that visit the Carolina Productions office and interact professionally via phone or email with external constituents
9. Establish personal leadership development and programmatic goals
10. Meet weekly with advisor to discuss the progress towards leadership goals
11. Become certified to drive Russell House seven-passenger van. An official copy of a current 10-year driving record from home state will be needed at the start of each semester
12. Attend the Russell House Student Leaders Training, held at the beginning of each semester
13. Transition successor upon completion of selection process
14. Abide by all expectations outlined by members and advisors at the Executive Board retreat

General Duties and Responsibilities for all Programming Coordinators

1. Serve as a liaison between the Executive Board and the PIT Crew through communication of goals and policies
2. Lead, direct, and facilitate committee program selection, pre-planning, execution, and evaluation
3. Participate in the planning and implementation of individualized member capture and retention programs
4. Develop committee goals in collaboration with advisors, Executive Board, and PIT Crew
5. Monitor committee activities relative to goal accomplishment
6. Evaluate committee performance as well as committee programs in collaboration with advisor and general members
7. Maintain awareness of committee spending and total committee budget
8. Complete all necessary event records in a timely fashion
9. Ensure the committee's behavior and programs reflect the mission of Carolina Productions
10. Prepare and Present program proposals and committee reports to the Executive Board
11. Educate, recruit, retain, and inform potential and current members of Carolina Productions
12. Ensure event attendance is monitored through use of card swipers and hand counters
13. Collaborate with marketing department to understand success of past events
14. Meet Bi-weekly with Vice-President of Programming and Diversity to discuss upcoming programming and future planning

Cinematic Arts - Committee Overview

The Cinematic Arts Committee is responsible for providing a comprehensive film series in the Russell House Theater. The Coordinator, along with his/her committee, must also plan and execute other events to engage the student body.

Specific Duties and Responsibilities for the Carolina Productions Cinematic Arts Coordinator

1. Prepare PIT Crew members to successfully maintain weekly movie operations. These include: updating movie posters at Russell House Theater, monitoring attendance through use of & downloading Carolina Card swipers, making popcorn, cleaning popcorn machine, managing lighting at time of show, work DVD, BluRay or movie file software (i.e. CineLink), and if necessary, monitor the direction of the line.
2. Build weekly previews. Previews must promote upcoming events and advertise any Carolina Productions sponsors. Coordinator will work with President for other advertisements of co-sponsors or departments.
3. Monitor the inventory of popcorn supplies and Pepsi cups.
4. Update the movie premieres and digital display board in a timely manner.
5. Communicate with the Russell House professional staff and student projectionists to ensure that movie software and BluRays are delivered and ready for viewing each week.
6. Develop proficiency in iMovie.
7. Ensure movies appeal to variety of students by working with agents for release dates and being aware of the school's climate and calendar.
8. Continue to grow the committee through innovative events or diverse movie events.