

# 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 be free of 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

### **Special Events - Committee Overview**

The Special Events Committee entertains, educates, and engages the student body through novel programs not planned by other committees. Events feature local campus talent in addition to large, nationally known, acts.

### **Specific Duties and Responsibilities for the Special Events Coordinator**

1. Prepare PIT Crew members to successfully execute committee events. These duties include: calling for artist references, presenting event ideas to peers, setting up the Bose sound system, managing talent, managing crowds, working efficiently in all venues.
2. Build relationships with agents to gain insight into tour schedules and artist deals.
3. Maintain knowledge of student body preferences.
4. Keep good relations with organizations that CP traditionally has co-sponsored events with.
5. Continue to grow the committee through innovative programming.