

Kirby Program Board Application

Thank you for your interest in Kirby Program Board! We are currently hiring for our 2007-2008 year.

Kirby Program Boards strives to produce consistently excellent events, which will entertain, involve, and educate the students of UMD. We further strive to be highly visible and inclusive of all students, and to promote a sense of unity and school spirit on the University of Minnesota Duluth's campus and in the community. In short, we will rock your socks off.

Please fill out the last page of the Application and turn in at the Kirby Program Board office (115 Kirby Student Center) no later than Thursday, February 15th.

Please keep your schedules open on Sunday, February 18th for interviews.

General Responsibilities:

- Establish, operate, and complete all programs with all committee members.
- Actively recruit new members for the committee.
- Maintain at least three (3) office hours per week.
- Attend and actively participate in retreats, conventions and any other training sessions.
- Attend majority of KPB events (Support each other).
- Attend Weekly meetings.
- Operate committee under ethical practices and procedures as established by the Kirby Program Board (KPB).
- Work with Kirby Student Center Staff and Advisor with University policies and procedures.
- Meet with Financial Director about budget.
- Turn in semester folders (fall and spring) to Coordinator.
- Hang posters for advertising KPB events and news.

Coordinator:

You must have one semester of Programming Experience to be elected Coordinator.

- Responsible for the total operation of KPB
- Arrange and facilitate all weekly KPB and Executive Board committee meetings.
- Shall act as a representative of KPB on the Kirby Policy Board.
- Arrange and organize annual KPB fall and spring retreats.
- Develop general leadership of the Board.
- Set policies and determine committee budgets with the Executive Board. Then get the rest of the Boards final approval on the Policy or Budget changes.
- Along with the Board members, shall formulate a budget request for next school year to present to the Student Service Fees (SSF) committee in the fall.
- Collect semester folders (fall and spring).
- Member of the Executive Board
- Along with the Financial Director, keep tabs on finances

Assistant Coordinator:

- Chair of Special Programs and organize Harbor Boat Cruise.
- Member of the Executive Board.
- Keep minutes of all Board and Executive Meetings.
- Assist in the organizing of annual KPB fall and spring retreats.
- Assist in setting policies and determining committee budgets.
- Responsible for the proper use, maintenance, and security of KPB phone and voicemail.
- Assist and work with Coordinator in developing general leadership of the board.
- Co-sponsors Special Programs with other UMD organizations.

Financial Director:

- Administer all financial matters for KPB.
- Deposit all revenue from KPB events.
- Evaluate committee budgets, write checks, maintain books and pay all bills.
- Reconcile the CUFS statements and checkbook on a monthly basis.
- Responsible for closing out books at the end of the Fiscal Year (July 1 through June 30) and loading all information onto Quicken.
- Maintain accurate records.
- Assist in the organizing of annual KPB fall and spring retreats.
- Assist in setting policies and determining committee budgets.
- Member of the Executive Board.

Graphic Artist:

- Layout and design posters, flyers, table tents, etc... for KPB events as requested.
- Work with Publicity Director and other Graphic Designer in the over-all promotion of KPB.
- Develop business cards and nameplates for each member of KPB.

Publicity Director:

Responsible for publicizing KPB through promotional items.

- Press releases.
- Order promotional items for KPB.
- Update bulletin boards and display cases.
- Work with Graphic Artists and each Board chair to publicize all shows
- Setting up and updating the dummy calendars and the white board calendar.

Films:

Responsible for booking films on campus.

- Reserve a large lecture hall for showing films.
- Organize workers to take cash (handling the cash box) and handout tickets.
- Get liability insurance.
- Purchase refreshments for films.
- Set-up technical needs.
- Request publicity items to Graphic Designers and Publicity Director.
- Reserve table tent and banner space, if desired.
- Fill out Program Evaluation.
- Write information on the master calendar to prevent double booking with other chair people.

Concerts:

Responsible for booking major concert acts.

- Contact agents, agencies, or artists.
- Negotiate contracts.
- Finalize contracts with Advisor.
- Organize Ticket Sales.
- Organize concert workers (volunteers).
- Reserve performance venue.
- Request publicity items to Graphic Designers and Publicity Director.
- Purchase food items for hospitality and for volunteer workers.
- Order check request.
- Police request for concerts.
- Set-up technical needs.
- Reserve hotel room(s), if negotiated.
- Reserve table tent and banner space, if desired.
- Fill out Program Evaluation.
- Write information on the master calendar to prevent double booking with other chair people.

Special Events:

Responsible for booking acts like hypnotists, comedians, and interactive games.

- Contact agents or agencies.
- Negotiate contracts.
- Finalize contracts with Advisor.
- Reserve show venue.
- Request publicity items to Graphic Designers and Publicity Director.
- Check request to Financial Director.
- Searching new acts or novelty games.
- Set-up technical needs.
- Reserve hotel room(s), if negotiated.
- Reserve table tent and banner space, if desired.
- Fill out Program Evaluation.
- Write information on the master calendar to prevent double booking with other chair people.

Lectures:

Responsible for booking big name speakers (i.e. Mario Lopez) or topic oriented speakers (Sex Signals, Eating habits, etc...).

- Contact agents or agencies.
- Negotiate contracts.
- Finalize contracts with Advisor.

- Reserve show venue.
- Request publicity items to Graphic designers and Publicity Director.
- Check request to Financial Director.
- Set-up technical needs.
- Reserve hotel room(s), if negotiated.
- Reserve table tent and banner space, if desired.
- Fill out Program Evaluation.
- Write information on the master calendar to prevent double booking with other chair people.

Spotlight:

Responsible for booking coffeehouse style musicians.

- Contact agents or agencies.
- Negotiate contracts.
- Finalize contracts with Advisor.
- Reserve show venue.
- Request publicity items to Graphic Designers and Publicity Director.
- Check request to Financial Director.
- Set-up technical needs.
- Reserve hotel room(s), if negotiated.
- Reserve table tent and banner space, if desired.
- Fill out Program Evaluation.
- Write information on the master calendar to prevent double booking with other chair people.

Webmaster:

- Make sure that every event is listed and updated after each event has taken place.
- Find links relevant to entertainment presented by KPB.
- Post digital photos from KPB events offering a recap of each event on the website.
- Generate topics for a forum section and over see the discussion.
- Generate polls on the website.
- Trouble shoot any technical difficulty on the website.

Compensation:

- Executive Chairpersons (Coordinator, Assistant Coordinator, and Financial Director) receive a stipend of \$262.50 per semester.
- All other Board members receive a stipend of \$187.50 per semester.

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