



2017-2018 Gala Coordinator Application

WCSA's Annual Awards Gala is the grand culmination of Woodsworth College's academic year. It's a wonderful commemoration of all the happenings within our community during the past 12 months, and celebrates our successes and achievements. Consisting of a 3-course meal and open bar in a luxurious setting, as well as an awards ceremony for outstanding Woodsworth students and clubs, and even a spot of live entertainment, our Annual Awards Gala is truly a special event.

The Gala Coordinator (GC) will work closely with the WCSA Vice-President of Social Affairs, as well as the Associate Director of Social Affairs to plan, coordinate and oversee Woodsworth's Annual Awards Gala. There are two GC positions available, and although you may apply alone, we encourage that you submit a cohesive application with a partner. These positions are paid and require a fairly flexible schedule during the academic year. Compensation for the position is amounted to \$1,000 per individual to be paid in installments over the course of the term.

Duties:

1. Select a venue and submit a viable event proposal to the Association
2. Form and chair the Gala committee, which is to meet bi-monthly
3. Maintain complete and accurate financial records to be submitted to the VP Finance twice a month
4. Prepare, develop, and execute Gala along with the committee, to a standard at least on par with previous Galas
5. Communicate and work closely with the Vice-President of Social Affairs and Associate Director of Social Affairs
6. Attend weekly office hours during the month of March at Woodsworth College. It is mandatory that you spend at least four (4) hours per week in either of the two WCSA offices (WW103 and 105) to help with students questions and concerns pertaining to Gala. The time in which you hold office hours will be negotiated upon once you have been hired.
7. Attend monthly WCSA Board of Director meetings for the duration of the contract and provide a written report on the progress of Gala
8. Provide a detailed report of Gala no more than 4 weeks after its completion or by the 31st of April (whichever comes first).

Requirements:

The position of Gala Coordinator is one that requires extensive creativity, time management, communication, and leadership skills. Besides a consistent dedication to the Woodsworth community, preference will be given to students who have event planning experience in the past.



To Apply:

Please complete the attached application form and submit it along with your cover letter, resume, and event proposal. Be realistic, but at the same time, you do not necessarily have to conform to the structure of the past few Galas! Please submit either a hard copy to the WCSA office (WW103), OR an electronic copy to apply@mywcsa.com. Feel free to contact the VP Social (vp.social@mywcsa.com) or VP Internal (vp.internal@mywcsa.com) with any questions pertaining to applications.

Happy event planning!



GALA COORDINATOR APPLICATION FORM

1. Name: _____

2. Email Address: _____

3. Phone Number: _____

4. Year of Study: _____

5. Expected Year of Graduation: _____

6. Student Number: _____

7. Previous Event Planning Experience: _____

Timeline:

Applications due on October 15th, 2017 at 11:59pm

Interviews: Week of October 16th, 2017

Term of Work: October 23rd, 2017 to April 31st, 2018

Application Process:

Consideration of applications → Interviews → Discussion of interviewed Applicants → Ratification of hiring → Contract signing → Beginning of work term

N.B. In the event that your application is accepted and you are hired as a Gala Coordinator, it will be assumed that you will be able to commit enough time to the position to fulfill all of the requirements for the duration of your term. Any job or role that you assume after you have been hired may be seen as a conflict and could result in the termination of your contract.