

# UBC RECREATION

## UBC INTRAMURALS VOLUNTEER JOB POSTING

### DEPARTMENT

18/19 UBC INTRAMURAL MEDIA DEPARTMENT

### DEPARTMENT SUMMARY

UBC Intramural Media supports the visual identity and documentation of the student and staff experience. The Media team is comprised of a group of photographers and videographers who create, cover and produce high quality visual imagery. From staged photo-shoots to the scripting, filming and post production of promotional event videos to the infamous year end wrap-up movie for the volunteer staff, the Intramural Media department is a highly creative and versatile department. In addition many pieces produced are used for publications such as the UBC Recreation guide, and other UBC Recreation and at times UBC publications. The Media Director position is an incredible opportunity to lead a team and be a part of capturing the ever changing landscape of the intramural experience. The Media Director will lead a team of five (5) Assistant Directors.

### AVAILABLE POSITIONS

Media Director (1)

### POSITION TYPE

Volunteer

### APPLICATIONS CLOSE

Jan 31 2018 | 23:59

### TIME COMMITMENT

5-8 hours/week (Mar – Apr 2018) - if currently on Staff, this is above 15/16 commitments.

1-2 hours/week (April 2018 – August 2018)

15-20 hours/week (Sep 2018 through Apr 2019)

### CANDIDATE INTERVIEWS

Feb 1 – 8 2018

### START DATE

Feb 15 2018

### REQUIRED DATES (Note: both 2018 & 2019)\*

Feb 15	Incoming Director Transition Meeting #1 (late evening)*
Mar 1	Incoming Director Transition Meeting #2 (late evening)*
Mar 12 – 14	Assistant Director Group Interviews*
Mar 8	Incoming Director Transition Meeting #3 (late evening)*

Mar 16 – 18	Assistant Director Interviews 1-1's (various times)*
Mar 21	Board Of Directors Meeting*
Apr 9	18/19 Full Staff Meeting*
-----	
Aug 29 – 31	Directors Retreat (overnight)*
Sep 6 – 9	Imagine / Blue Wave & Welcome Back to Intramurals BBQ*
Sep 9 – 10	Full Staff Retreat (overnight)
Dec 2018	UBC Intramurals Winter Banquet**
Jan 2019	Full Staff Welcome Back Retreat**
Jan 2019	UBC Student Leadership Conference **^
Mar/Apr 2019	19/20 Assistant Director Hiring**
Apr 2019	UBC Intramurals Year End Volunteer Appreciation Banquet**

### **Mondays 7PM-830PM - Board of Directors Meetings (bi-weekly)**

- \* Specific time to be determined
- \*\* Specific date(s) & times to be determined
- ^ May not require all members to be in attendance

**\*In order to be a part of the 18/19 Director team, all applicants MUST be available for the above dates (unless marked with “^”)**

#### Intramural Programming Attendance Requirement

*Please note the dates below highlight only the major projects where the Media team is expected to be available. Additional dates and attendance requirements will be discussed with the successful candidate.*

Sept. 22, 23 & Sept. 28, 29 2018	Day of the Longboat *^
Mar. 9, 2019	UBC TriDu *^
Nov. 15, 2018	Lace Up for Kids *^
Mar. 24-27, 2019	Storm the Wall *^
Apr 2019	UBC Intramurals Hall of Fame **

- \* Specific time to be determined
- \*\* Specific date(s) & times to be determined
- ^ May not require all members to be in attendance

***Please note that the Media Director position is asked to have a strong understanding & connection with both the participant and student staff experience. It is vitally important that their integration and ability to understand and orchestrate the capturing of both areas in the program be rooted in relatable experiences. When appropriate this may require adjustment of academic commitments to ensure both adequate time to both studies and intramural program responsibilities. It is an expectation that hours will be a combination of daytime, evening as well as weekends.***

#### **OVERVIEW OF RESPONSIBILITIES**

The responsibilities of the Media Director will range from management of Assistant Directors to creative development of ideas and programs to facilitating of social and professional engagements for their team. The Media Director will oversee between 10-15 projects over the

course of the year ranging in scale from major events coverage or promotion pieces to documentation of programs or staff experiences for use in publications or recognition programs. Successful candidates will have an opportunity to discuss and plan their specific portfolio deliverable. Specific duties of the Director will include, but not be limited to:

- Work closely and consult with appropriate UBC Intramural departments and staff in the development and execution of photo and video projects that could include: Promotional videos (Day of the Longboat, Storm the Wall, Lace-Up for Kids) Year-end staff productions for both terms, Department photo shoots, Alumni events, documentation of all Intramural programming etc.
- To lead, develop and coordinate a staff of five (5) Assistant Directors, including but not limited to their hiring, training and evaluation.
- Marketing campaign development including visual element distribution and other promotions
- Hiring, delegation of duties, training and evaluation of Assistant Directors
- Leading weekly department meetings and additional meetings leading up to events
- Attend weekly Director's meetings and bi-weekly Board of Directors meetings
- Serve on the Board of Directors and attend department/program meetings as necessary

### **SUPERVISION RECEIVED**

This position will report directly to the UBC Recreation Manager, Intramural Programs

- At times, additional supervision will be provided by other UBC Recreation Professional Staff

### **SUPERVISION EXERCISED**

This position directly manages 5 assistant director staff. In some cases will oversee/co-manage other assistant directors within the program or designated project initiatives.

### **QUALIFICATIONS**

Education and Experience

- Current UBC Student ~ required
- Currently enrolled (current semester) and in good academic standing (previous semester & cumulative average) at UBC Vancouver Point Grey Campus
- Full Year commitment ~ required (Sep 2018 through Apr 2019)
- Experience and ability to work, address and engage large groups
- Experience with Photo/Film production including scheduling, technical abilities ~ asset

Knowledge, Skills, Ability

- Strong working and teaching knowledge of Adobe Creative Suite including: (Lightroom, Photoshop, and Premiere) ~ required
- Working and teaching knowledge of Adobe AfterEffects ~ asset
- Strong interpersonal, conflict resolution and problem solving skills
- Enthusiastic, organized and responsible
- Experience and willingness to learn and teach others, individually and in a group setting
- Team Leadership and delegation
- Strong communication skills written and oral
- Enthusiasm and willingness to embark on new initiatives
- Ability to work and perform under minimal supervision

- Task oriented and reliable
- Organized, detail oriented & ability to multi-task
- Previous experience with Microsoft Access, Excel, and Word ~ asset
- Previous experience in UBC Recreation Intramurals program (participant or other) ~ asset

### **ANTICIPATED LEARNING OUTCOMES**

By Apr 30, 2019, the Intramural Media Director will have gained experience in:

- Staff Recruitment, Hiring, Team Management and Training
- Conflict resolution, staff morale, and personal/team productivity
- Project Administrative oversight & Management
- Performance Assessment, Goal Setting, Mentorship & Teaching
- Influential Leadership and Project Management
- Administrative aspect of working with a large volunteer-based organization
- Public Speaking & Organizational Development

### **APPLICATION SUBMISSION**

All applicants must submit a Cover Letter and Resume. Applicants not completing this will not be considered.

**PLEASE NOTE: Upon request, all Media Director applicants should be prepared to provide digital samples of their personal portfolio (up to 3 pieces) showcasing video, photo and organizational/production capabilities.**

#### **Applications should addressed to:**

Jason McManus  
Manager, UBC Intramurals

Applications are to be submitted [here](#).

---

**QUESTIONS?** Please contact the Program Development Team – [im.prod@ubc.ca](mailto:im.prod@ubc.ca)