

UBC RECREATION

INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT

19/20 UBC Recreation Intramurals Media Department

DEPARTMENT SUMMARY

UBC Recreation Intramurals 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 27 2019 | 23:59

TIME COMMITMENT

5-8 hours/week (Mar – Apr 2019) - if currently on Staff, this is above 18/19 commitments.

1-2 hours/week (April 2019 – August 2019)

15-20 hours/week (Sep 2019 through Apr 2020)

CANDIDATE INTERVIEWS

Jan 28 – Feb 6 2019

START DATE

Feb 28 2019

REQUIRED DATES (all 2019 unless specified)

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

Feb 28 Incoming Director Transition Meeting #1 (late evening)*

Mar 7	Incoming Director Transition Meeting #2 (late evening)*
Mar 11 – 13	Assistant Director Group Interviews**
Mar 14	Incoming Director Transition Meeting #3 (late evening)*
Mar 15 – 17	Assistant Director Interviews 1-1s (various times)*
Mar 21	Board Of Directors Meeting*
Apr 7	19/20 Full Staff Meeting*

Aug 28 – 30	Directors Retreat (overnight)*
Sep 3 – 6	Imagine Day / Blue Wave & Welcome Back to Intramurals BBQ*
Sep 7 – 8	Full Staff Retreat (overnight)
Nov 30	Intramurals Winter Banquet**
Jan 2020	Full Staff Welcome Back Retreat**
Jan 2020	UBC Student Leadership Conference **^
Mar/Apr 2020	20/21 Assistant Director Hiring**
Apr 2020	Intramurals Spring Banquet**

Mondays 7-8:30 pm from Sep 2019 to Mar 2020: Board of Directors Meetings (bi-weekly)

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.

Sep 28 – 29 2019	Day of the Longboat *^
Nov 3 2019 - TBD	NEW RUN VAN Partnership Event *^
Mar 7 2020	UBC TriDu *^
Mar 16 – 25 2020	Storm the Wall *^
Apr 2020	UBC Recreation Intramurals Hall of Fame **

In order to be a part of the 19/20 Director team, all applicants MUST be available for the above dates and times (unless marked with “^”)

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

- Related to project management, additional supervision will be provided the UBC Recreation Marketing Coordinator
- As time, supervision may 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 2019 through Apr 2020)
- 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, 2020, 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 Recreation Intramurals

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

QUESTIONS? Please contact the Program Development Team – im.prod@ubc.ca