

KEY CLUB

2012 Convention production team program

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

Convention production team program

Key Club International is offering four positions within the convention production team to qualified former Key Club members who want to assist in the preparation and production of selected aspects of the 2012 Key Club International Convention.

During the two week program, participants will assist in pre-convention preparations in Indianapolis, Indiana, and in the actual set up and production of the Key Club Convention in Orlando, Florida.

Eligibility

The convention production team program is open to former Key Club members who have held a district or international office during 2008-2011. Applicants must have graduated high school no later than spring 2011.

Program dates

Arrive in Indianapolis on Sunday, June 17, 2012. Return home on Saturday, June 23. Arrive in Orlando on Sunday, July 1, 2012 and depart for home on Sunday, July 8. Candidates unable to meet the date commitments should not apply.

Scope of duties

Elections position

- Work with the Key Club leadership specialist and elections chair to coordinate the elections process.
- Develop caucus and candidate schedules.
- Prepare ballots and coordinate the nominating conference balloting.
- Review and edit nominating conference and House of Delegates scripts and slides.
- Prepare materials and set up credential registration.
- Other duties as assigned.

General sessions position

- Assist Key Club communications specialist with all aspects of Key Club TV, including writing scripts, recruiting volunteers and assisting in filming.
- Assist Key Club communications specialist with coordination and planning of all rehearsals and sessions.
- Select music for sessions and Key Club TV.
- Assist with stage and seating set up for sessions.
- Review and edit all session scripts and slides.
- Other duties as assigned.

Workshops position

- Assist with coordination and planning of all workshops.
- Prepare and distribute workshop materials.
- Coordinate logistics for workshop speakers.
- Create and distribute workshop evaluations.
- Coordinate service fair.
- Other duties as assigned.

Contests and awards position

- Assist with coordination and planning of contests and awards.
- Develop and assist with contest and award judges' schedule.
- Prepare materials and set up contest sign-up at registration.
- Coordinate rehearsal and order for talent acts.
- Assist with contests and awards video production.
- Other duties as assigned.

Compensation

Key Club International will provide travel to and from Indianapolis and Orlando. All lodging costs during the duration of the program will be paid and a daily per diem of US\$50 will be provided for the days in Indianapolis and Orlando. Reimbursement for any additional expenses must be pre-approved.

Additional expectations

Participants will be expected to abide by the Key Club code of conduct prohibiting the use of alcohol or drugs. Any violation of these rules or any local, state, or federal law will cause the position to be terminated and the participant will be sent home.

Application process

Selection will be made through an application process. Your application, résumé, and cover letter must be received by Friday, February 3, 2012.

In your cover letter please respond to the following questions:

- What do you want to gain from participation in the convention production team?
- What special skills can you offer?

Selection will be made in mid February. Telephone interviews may be used for candidate selection. Notification will take place by March 1, 2012.

To apply for this program, please forward your résumé, cover letter, and application to:

Key Club Convention Production Team Program
Attn: Amanda Spice
3636 Woodview Trace
Indianapolis, Indiana 46268-3196 USA

Materials can also be faxed to 1-317-879-0204, or sent electronically to aspice@kiwanis.org.

For more information, contact Amanda Spice at aspice@kiwanis.org or 1-800-KIWANIS, ext 133.

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Last name: _____ First name: _____

Present address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

College or university: _____

Major: _____ Year in school: _____

Position applying for (**mark with preference order**):

- Elections position
- General sessions position
- Workshops position
- Contests, awards position

Key Club history: Key Club member of: _____ District: _____

District/international offices held: _____

District conventions attended (location and year):

International conventions attended (location and year):

References: Please provide two Key Club or Kiwanis references:

Reference name: _____ Phone: _____

E-mail: _____

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E-mail: _____

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