## 2013 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 2013 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 Washington, DC.

## Eligibility

The convention production team program is open to former Key Club members who have held a district or international office during 2009-2012. Applicants must have graduated high school no later than spring 2012.

## **Program dates**

Lead team member arrives in Indianapolis on Wednesday, June 12 and returns home Saturday, June 22. Remaining team members arrive Sunday, June 16, 2013, return home on Saturday, June 22. Arrive in Washington on Sunday, June 30, 2013 and depart for home on Sunday, July 7. Candidates unable to meet the date commitments should not apply.

#### Scope of duties

#### **Elections position**

- Work with the Key Club staff 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 staff with all aspects of Key Club TV, including writing scripts, recruiting volunteers and assisting in filming.
- Assist Key Club staff 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 Washington. 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 Washington. 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 1, 2013.

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, 2013.

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.

# KEYCLUB

## 2012 Convention production team program application

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

Last name:		First name:	
Present address:			
City:	State:	Zip:	
Phone:		E-mail:	
College or university:			
Major:	Year in school:		
Position applying for (mark with prefe Elections position General sessions position Workshops positionContests, awards position	rence order):		
Key Club history: Key Club member	r of:	District:	
District/international offices held:			
District conventions attended (location	and year):		
-			
International conventions attended (loc	cation and year):		
References: Please provide two Key		ences:	
Reference name:	Phone:		
E-mail:			
Reference name:			
E-mail:			

To apply for this program, please forward your résumé, cover letter, and application by February 1, 2013 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.