



## **PAC - Non-Exec Positions & Roles - 2024/25**

### **Administrative Assistant**

- Maintain meeting notes, records, and all important PAC correspondence in an organized fashion.
- Act as administrative support; scheduling, agenda calls and distribution, recording action items, confidential meeting minutes for Coordinator and Assistant Coordinator
  - Administrative functions include calendar management, appointment booking, and meeting support.
- Organize team schedules and meetings
- Maintain cross-portfolio PAC calendar and ensure it is regularly updated
- Update constitution by end of academic year

\*Assets: Organization & Multitasking skills; initiative and the ability to work independently.

## **Events Portfolio**

### **AVP Events:**

- The AVP Events will assist the VP Events with responsibilities. This includes planning and execution of all PAC programming, as well as helping oversee the rest of the portfolio.
- The AVP Events will select one event to take point on which the VP Events will assist with rather than oversee.
- Qualities we are looking for:
  - Proactive
  - Strong leadership skills
  - Organized
  - Strong time management skills
  - Responsible, adaptable

### **First Year Events Portfolio Associate**

- First Year Events Portfolio Associate will help plan and execute all our PAC events. This includes Nuit Violette, Synthesis, and the PAC Gala. They will also help organize philanthropy initiatives, assist the VP Events with collaborations and shadow the VP Events in their day to day responsibilities.
- Qualities we are looking for:
  - Adaptable
  - Organized
  - Strong time management skills
  - Strong interpersonal skills

### **Student Experience & Feedback Commissioner**

- In this role you will create and conduct a campus-wide survey to find out what kind of arts-programing students wish to see in our community. In addition you will support other portfolios to gather feedback from their own events and projects.

## **Education Portfolio**

### **Talent Management Commissioner**

- The Talent Management Commissioner will be in charge of following up with artists, retaining contact, confirming they'll meet deadlines, organize reimbursements in collaboration with the finance portfolio, etc.
- Alumni relations: The Talent Management Commissioner will also ensure alumni relations at PAC. This means reaching out to alumni, making/maintaining connections, organizing schedules/transport to and from events, etc.
- Will be working closely with the Talent Recruitment Commissioner
- Qualities we are looking for:
  - Organized
  - Comfortable networking
  - Social media knowledge (IG, Facebook, TikTok and LinkedIn)
  - Connections not required but appreciated

### **Talent Recruitment Commissioner**

- The Talent Recruitment Commissioner will be in charge of seeking out new talent, connecting talent to other portfolios, and expanding our artist directory.
- In addition to finding new talent and fostering that connection, the Talent Recruitment Commissioner will be in charge of creating and maintaining an artists directory to be utilized by PAC.
- Will be working closely with the Talent Management Commissioner
- Qualities we are looking for:
  - Comfortable networking
  - Organized
  - Strong time-management skills.
  - Preferred involvement in the arts scene/community
  - Eye for artistic talent

## **AVP Education (2)**

- In addition to assisting the VP Education with all responsibilities, these 2 individuals will collaborate with the Communications Portfolio to ensure all graphics, social media posts, and all other promotions for the workshop series are completed effectively and on time.

\*The sole responsibility of this portfolio is to create and execute a series of artistic workshops run by PAC throughout the school year. The AVPs to assist with all responsibilities related to the educational programming (workshop series).

- Qualities we are looking for:
  - Artistic talents/connections
  - Arts experience is preferred but not required
  - Organization
  - Strong communication skills
  - Comfortable with public speaking

## **AVP Advocacy**

- Work in collaboration with the Public Arts Coordinator and VP Education to identify key advocacy priorities for the Public Arts Commission's throughout the academic year
- Provide strategic guidance, workshops and editing to advocacy commissioners gather research and writing policy papers on student-facing issues
- Work with the Public Arts Coordinator and Finance portfolio on PAC constitution and policy reforms when necessary
- Work with Communications portfolio to highlight advocacy-related initiatives to students

## **Finance Portfolio**

### **Finance Director**

- The Finance Director will assist with all of Public Art's monthly budgeting and financial transactions throughout the school year including but not limited to reimbursements, payment of artists, event costs, etc.
- This role will also entail sponsorship outreach to the greater London community to fund Public Art's events throughout the school year.
- Qualities we are looking for:
  - Proactive
  - Accountable
  - Strong organizational skills
  - Attentive to detail
  - Clear communication skills
  - Strong commitment to Public Arts
  - Past sponsorship outreach and accounting/ finance experience would be beneficial

### **First Year Finance Associate**

- First Year Finance Portfolio Associate will assist with Public Art's financial transactions including but not limited to reimbursements, payment of artists, event costs, etc.
- This role will also entail sponsorship outreach to fund Public Art's events throughout the school year.
- Qualities we are looking for:
  - Accountable
  - Strong organizational skills
  - Attentive to detail
  - Clear communication skills
  - Strong commitment to Public Arts
  - Past sponsorship outreach and accounting/ finance experience would be beneficial

# **Communications Portfolio**

## **AVP Communications**

- Assists the VP Communications and helps oversee the Communications portfolio
  - strong leadership skills are an asset
- Ensures all team members are up to date and completing their required tasks
- Helps communicate all marketing initiatives with all other PAC portfolios (ex. Events, Education, Finance)
- Assists with any other miscellaneous administrative tasks

## **Marketing Commissioner**

- Responsible for high level marketing plans and managing social media pages along with the VP Communications.
  - This may include coming up with innovative marketing strategies, writing up post descriptions, getting approval on posts and publishing posts to our social media accounts.
  - You may also be asked to respond to incoming questions or comments on our social media accounts.

## **Outreach Commissioner**

- Liaison for cross promotion with other clubs and USC peer portfolios on campus, and reaching out to other clubs for events and other collaborations.
  - This may include asking other clubs and organizations to cross-promote each other's events via social media.
- You will also be responsible for internal outreach, and sending out reminders to all PAC portfolios about promotions.
- You will also be responsible for strengthening PAC's relationship to all other clubs on campus, and building connections that will help PAC in the years to come.

## **Graphic Designer**

- This person must have considerable design aptitudes and experience as they will be helping to create graphics and other visual assets for PAC's online presence.
- You will be responsible for leveraging PAC's colour palette to create eye-catching and effective graphics.

## **Website Designer**

- This person must have considerable web design experience and will be responsible for creating and maintaining the PAC general website, along with web pages for select events such the PAC x Envirowestern Sustainable Lookbook, Nuit Violette, and Synthesis competition.
- The workload for this position will vary throughout the year based on the online events schedule.
- Qualities we are looking for:
  - An eye for design
  - Attentive to detail
  - Time management skills
  - Strong understanding of pop culture and current media landscapes
  - Experience required (past work examples will be requested in application form)
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## **Photographer & Videographer**

- This individual will create and edit any and all photo content required across all PAC portfolios
- This individual will be expected to attend and create record of every PAC event and initiative throughout the academic year
- This individual will create and edit any and all video content required across all PAC portfolios
- This individual will be expected to attend and create record of every PAC event and initiative throughout the academic year

### **First Year Communications Portfolio Associate**

- First Year Communications Portfolio Associate will be assisting the VP Communications with promotions throughout the year, especially marketing towards first year students.
- This role may involve assisting the design commissioner or website designer with any specified projects, as well as coming up with targeted marketing to first years.

### **Editor-in-Chief**

- This individual will be responsible for managing the digital components of each event, including Nuit Violeete and more respective websites, to support a blended format for each PAC event

### **Layout Editor & Copy-Editor**

- This individual will assist the Editor-in-Chief in managing the digital components of each event, including Nuit Violeete and Sustain.ability's respective websites, to support a blended format for each PAC event.
  - This will be done by designing and implementing the digital layouts for each event.
  - This will be done by editing artistic submissions and ensuring they are fit for digital publication (artist statements, labels, etc.)