

Executive Team: Role Descriptions

1. Vice-President Events:

- i. Be mainly responsible for the planning, management, and execution of **at least**: two (2) large-scale events, four (4) medium-scale events, and four (4) small-scale events throughout the academic year.
 - i. Each year PAC does:
 1. Nuit Violet: an event to showcase the artwork of students throughout campus.
 2. Sustainability: A collaborative event with Enviro-Western to celebrate the intersection between sustainability and art.
 3. Public Arts Week: a week to introduce, celebrate and showcase different mediums of art for the entire western community throughout a week.
 - ii. To contextualize the way event scale is measured, refer to the following definitions:
 1. Large-scale: An event expecting/aiming for a crowd of 150+ people
 2. Medium-scale: An event expecting/aiming for an attendance of between 40-80 people
 3. Small-scale: An event expecting/aiming for an attendance of less than 40 people
 - a. Coordinate at least two (2) educational workshops per semester oriented towards art, including but not limited to
 - i. Visual, musical, and literary art
 - ii. Intersectionality of art in other groups (faculty oriented, ie science, culture, etc)
 - iii. PAC events aim to:
 1. Bring the Western + Affiliates student body together through art
 2. Highlight and showcase artwork of Western + Affiliates students
 3. Foster an environment where everyone can engage with art

4. Make art accessible, playful, and interactive
- ii. Oversee and provide guidance to the Events Portfolio, consisting of:
 - i. Events Associates (4)
 - ii. Education Commissioner (1)
 - iii. First Year Events Associates (2)
- iii. This role will require leadership, organization, and programming development. It is a great opportunity for those who want to get more experience in managing the logistics behind the scenes of incredible events!

2. Vice-President Finance shall:

- i. Monitor fiscal responsibilities of the commission, and consult with the President;
- ii. Oversee and provide guidance to the Finance Portfolio, consisting of:
 - i. Sponsorship Associate (1)
 - ii. Entrepreneurship Associate (1)
 - iii. First Year Finance Associate (optional)
- iii. This role will require some knowledge of budget-management and it is a great opportunity for those who want to get more experience in finance roles in a role with medium-level stakes.

3. Vice-President Communications shall:

- i. Assist the coordinator and all other members in their duties, those pertaining to communications.
- ii. Be responsible for promoting the Commission, its activities, and initiatives to the Western + Affiliates community.
- iii. Be responsible for maintaining regular communication with all members of the Commission regarding promotion of events and activities.
- iv. Ensure, in conjunction with the Communications Portfolio, that all PAC events are adequately advertised.
- v. Oversee and provide guidance to the Communications Portfolio, consisting of:
 - i. Marketing Commissioners (2)
 - ii. First Year Communications Associate (1)
 - iii. Photographer + Videographer (1)

- iv. Editor in Chief (1)
- v. Layout editor & Copywriter (1)
- vi. Website Designer (1)
- vii. Multimedia commissioner (tiktok, reels, etc) (1)
- viii. Graphic Designers (2)
- vi. This role will require creativity and organization to make sure our online media presence and campaigns are effective, aesthetic, and accessible for everyone. It is a great opportunity for someone who has previous experience in communications and would like to further their knowledge and manage a team, specifically related to arts organizations.

4. Vice-President of Community Outreach

- i. The VP Community Outreach is in charge of the promotion of PAC initiatives, programming, and events to both the Western + Affiliates and the broader London community.
- ii. Oversee and provide guidance to a team consisting of:
 - i. Artist Management Commissioner (1)
 - ii. Programming & Promotion Coordinator (1)
 - iii. Artist Recruitment Associate (2)
 - iv. Alternative Faculty Representative (1)
 - v. Arts & Humanities Faculty Representative (1)
 - vi. FIMS Representative (1)
- iii. This role will require close community involvement both within the university environment and the arts scene in London. It is a great opportunity for someone looking to develop their experience in outreach and programming beyond the Western scope.

5. Public Arts Coordinator

i. Assistant Coordinators (2)

- i. Their role is to be the first source of support for the Public Arts Coordinator
- ii. Plan bi-monthly de-stressing and team-building activities for the Public

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- iii. Plan monthly team-wide meetings
- iv. This role will require a strength for organization and internal communication. It is a great opportunity for those looking to get involved in a team environment and get both management and leadership experience.

ii. Secretary (1)

- i. Take notes at executive meetings and organize the data
- ii. Manage and upkeep the team drive files
- iii. This role will require a strength for organization and internal communication. It is a great opportunity for those looking to get involved in a low-stake environment.