**Trinity Hall June Event 2014: Committee Structure and Roles**

The committee structure will involve five key ‘teams’. Except where indicated, each bullet point represents one role. You can apply for more than one role and may also indicate a desire to ‘represent/manage’ one of the teams (for the sake of efficiency, some of our meetings will be mandatory only for team managers, who will represent their team).

1. **Organisational Committee**

* **Logistics**: broadly in control of (a) organisation of sound and lighting ‘production’; (b) some parts of the set-up and timeliness of the event; (c) bins, toilets and the clean-up operation. **(2 people)**
* **Personnel**: you will be in control of up to 100 student staff-members; you will help select them, train them in various roles for the event, and supervise their jobs as the night goes on.
* **Treasurer:** controlling the budget document, recording all transactions and providing advice to various teams on their spending limits.
* **Legal/External**: liaising with Cambridge County Council, the Head Porter and the Junior Bursar to ensure that the event abides by regulations in the form of drawing up contracts with private contractors; excellent work experience for lawyers.

1. **Ticket Sales and Delivery**

* **Printing and Ticketing**: will help organise the launch night, the ticket sales system and the printing of tickets.
* **Sponsorship**: this role involves finding and working with sponsors *in advance* of the event; you will not have any jobs on the night, unless you are asked to look after the performance/Ents VIPs.
* **Webmaster:** responsible for the design of the website, the printing of tickets and programmes, and, to some extent alongside the Production team, their design. We are ideally looking for a Computer Science student, or someone with similar levels of technical expertise.

1. **Ents**

* **Musical**: responsible for contacting and booking musical acts, and organising their performances on the night. Both people will be involved in selecting acts, holding auditions and dealing with VIPs, but as a rough guide: we are looking for one person who can source talent and another whose technical expertise will help with production, equipment and sound. **(2 people)**
* **Non-Musical:** will organise a huge variety of forms of entertainment for the night, liaising with private contractors to organise the delivery of equipment and performances of non-musical acts.

1. **Production**

* **Art and Design**: responsible for developing a theme which will be chosen by the committee, choosing how to decorate the spaces across college; will also help to design the tickets and programme. Art or Architecture students preferred. N.B. You will be asked to select a ‘second-in-command’ to help you in this role and, closer to the event, a team of about five to help realise your designs (these could be architects from other colleges).
* **Graphics**: responsible for the design of tickets, the programme, the logo and possibly some of the bigger decorative ‘pieces’ on the night.

1. **Food and Drink:**

* **Food and Drink: 3 people** who will choose the food and drink menus for the night, liaising with various private contractors; organise deliveries of food, drink and equipment; and ensure the successful running of food and drink stalls on the night. You may indicate a preference to be in charge of food or drink.

**NOTES:**

* To apply, please email akrk2 and mto24 with (1) the role or roles for which you would like to apply; (2) up to 200 words on why you should be selected (voluntary); (3) an indication of whether you would also like to be a ‘team manager’.
* You will need to be free from the early morning on Wednesday June 18th to 7am on Thursday June 19th.