



311 Kerckhoff Hall – 308 Westwood Plaza, Los Angeles, CA 90024
E-mail: usacac@asucla.ucla.edu Phone: 310-825-6564
www.CulturalAffairsLA.com

Cultural Affairs Commission Director Application 2009-2010

What is the Cultural Affairs Commission?

The Cultural Affairs Commission is one out of the thirteen bodies in USAC. The mission of the Cultural Affairs Commission is to put on quality programming that spark dialogue on contemporary and social issues. The primary focus of the commission is to program events with cultural, political, or social relevance that are accessible to all students. “Edutainment” (education + entertainment) and arts activism have guided the purpose of the commission over the past years. Specifically, the programs are meant to ignite dialogue regarding current events, facilitate an exhibition of creativity, and also engage more student investment, connection, and participation. Our programs foster an inclusive environment that permits students at UCLA to challenge and exchange with one another. The programs, events, and services offered by the commission are unique in their nature and go unduplicated by any other campus entity.

Dedication and Time Commitment

The Cultural Affairs Commission is looking for dependable and committed individuals who will take the initiative to take on commission responsibilities. Members of the commission share and display a genuine interest in a variety of cultures.

Staff members of the Cultural Affairs Commission help plan and execute commission programs and are expected to attend commission series meetings. Staff also must attend four series each quarter (and are highly encouraged to attend more), attend biweekly staff meetings, and publicize CAC events. In addition to the responsibilities required of all staff members, directors have additional summer commitments, hold office hours, facilitate committee/series meetings, and attend weekly director meetings. Please note that directors and staff members have tentatively scheduled retreats. Staff members are also required to attend and volunteer for three of the large events hosted by the commission: Hip Hop Appreciation Month, WorldFest, and the JazzReggae Festival. CAC is one of the most rewarding and exciting commissions on USAC; we bring entertainment to campus and the greater Los Angeles community, all in a collective effort to promote cultural awareness.

Director Responsibilities

In addition to the regular duties of a staff member, directors are also responsible for guiding the commission’s programming in relation to the Cultural Affairs Commission’s mission statement.

Time Commitments

- Attend weekly directors meeting (minimum 1.5 hours/week)
- Weekly office hours (minimum 2 hours/week)
- Attend biweekly all-staff meetings (1 hour/every 2 weeks)
- Facilitate weekly committee/series staff meetings (minimum 1 hour/week)

Responsibilities

- Attend series programs
- Attend directors and staff retreats, fall quarter and winter quarter (dates to be determined)
 - o Fall Quarter Directors Retreat: Friday-Sunday, October 9-11, 2009 (Week 2)
 - o Fall Quarter Staff Retreat: Friday-Sunday, October 16-18, 2009 (Week 3)
- Attend at least four events per quarter (Fall, Winter, Spring) from other series programs: Eclectic Open Mic Series, Jazz Series, Art Series, and Special Events
- Attend annual large programs: Hip Hop Appreciation Month, WorldFest, and JazzReggae Festival
- Encourage staff participation in all programming



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Director Position Descriptions

Executive Team

- Chief of Staff

In addition to director responsibilities (see above), the **Chief of Staff** will:

- Be part of an executive team with the Commissioner, Chief of Staff, and Administrative Coordinator
- Facilitate staff meetings and retreats
- Organize staff outings and socials
- Provide additional support, training, and guidance to staff in all components of the commission
- Serve as a support to the commissioner
- Organize and head committee chairs
- Liaison to student groups on campus
- Be part of the Cultural/Performing Arts Groups Committee

- Administrative Coordinator

In addition to director responsibilities (see above), the **Administrative Coordinator** will:

- Be part of an executive team with the Commissioner, Chief of Staff, and Administrative Coordinator
- Manage tasks and timelines of directors
- Maintain the CAC e-mail account, staff and director listservs
- Check phone messages
- Keep the office stocked with supplies (e.g. printing paper, print cartridges, pens, markers, etc.)
- Organize files, both paper and digital
- Take notes during directors meetings
- Coordinate office hours
- Mobilize staff to attend events through email and phone-calls, text messages
- Be part of the Finance/Mini-Grant Committee

Marketing Team

- Print Marketing Director

In addition to director responsibilities (see above), the **Print Marketing Director** will:

- Print and/or order flyers, posters and other publication materials
- Ensure that flyers are delivered to their respective bodies (ORL, CPC, ASUCLA, CPO, etc.)
- Oversee graphic designers and designs for advertisements, posters, and the website

- Online Marketing Director

In addition to director responsibilities (see above), the **Online Marketing Director** will:

- Publicize the commission through online tools such as the Cultural Affairs Commission Facebook fan page, Twitter, general listserv, YouTube account
- Oversee the webmaster to promote the commission's events in addition to cultural and art events occurring on campus and in Los Angeles

- Public Relations Director

In addition to director responsibilities (see above), the **Public Relations Director** will:

- Be a liaison to the Daily Bruin and other newsmagazines for our events
- Be a liaison to other UCLA entities (ORL/OCHC, Happenings, UCLA & Student Alumni Association)



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- Outreach to different departments of UCLA such as UCLA Arts, Ethnic Studies departments
- Create press releases for commission events
- Order and coordinate designs for CAC paraphernalia (work with Print Marketing Director)
- Outreach and develop relations with student groups of interest to any of the directors and their programming
- Compile a listing of cultural programming per quarter

Weekly Series Directors

- Art Series Director

In addition to director responsibilities (see above), the **Art Series Director** will:

- Curate the Kerckhoff Art Gallery to showcase a new exhibition every week
- Promote the arts on campus: showcase murals/public art and find/establish alternative venues
- Organize photography competition (Winter Quarter)
- Organize live art event (along with the Commissioner and Special Events committee)

- Jazz Series Director

In addition to director responsibilities (see above), the **Jazz Series Director** will:

- Organize weekly Monday Night Jazz Series
- Organize Valentine's Day Jazz Night (Winter Quarter)
- Organize New Orleans Jazz Night (Spring Quarter)
- Build and maintain relationships with the Ethnomusicology Department and related student organizations

- Eclectic Open Mic Director

In addition to director responsibilities (see above), the **Eclectic Open Mic Director** will:

- Organize weekly Wednesday Night Eclectic Open Mic Night
- Organize staff outings to other Open Mic events throughout the year (along with Chief of Staff)
- Organize end-of-quarter Poetry Slam (Winter and Spring)

Annual Programming Directors

- WorldFest

In addition to director responsibilities (see above), the **WorldFest Director** will:

- Organize WorldFest, an annual week-long multicultural festival (Spring Quarter), which includes programs such as an international food fair, cultural showcase, and dance classes
- Work with and be part of the Cultural/Performing Arts Groups Committee to partner and plan with student groups
- Work and co-program with other series directors, campus entities and departments

- Hip Hop Congress

In addition to director responsibilities (see above), the **Hip Hop Congress Director** will:

- Represent UCLA to the Southern California, statewide and national Hip Hop Congress
- Work with other campuses/chapters in Southern California
- Organize outings to Hip Hop/Urban conferences, shows, and events (along with Chief of Staff)
- Organize the annual Hip Hop Appreciation Month, which includes programs such as panel discussions, DJ, MC and b-boy/b-girl exhibitions and the Hip Hop Explosion concert



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Director Application Instructions: Please complete and attach **1)** this page (Part A, B, and C) and **2)** your responses to the questions in Part D. Please submit your application by e-mail to the Cultural Affairs Commission at usacac@asucla.ucla.edu (Subject: "CAC Director Application 2009"). Applications must be submitted on or before **Friday, May 22, 2009 at 5pm.**

PART A: PERSONAL INFORMATION

Last Name First Name

Local Phone Date of Birth Year in School

Email Address

Major & Minor/Specialization

PART B: POSITION SEEKING (only check up to two)

Directors:

Executive Team with the Commissioner:

- Chief of Staff
- Administrative Coordinator

Marketing Team:

- Print Marketing Director
- Online Marketing Director
- Public Relations Director

Programming Directors:

- Art Series
- Jazz Series
- Eclectic Open Mic Series
- WorldFest
- Hip Hop Congress

PART C: SIGNATURE

I certify, under penalty of perjury, that all of the information that I have provided in the application and the supplementary materials are true and accurate to the best of my knowledge, and all statements are my own.

Type or Sign Name Date



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PART D: RESPONSES

Please type your responses on separate pages and attach them with your application submission.

1. It's a Cultural Affair

- 1a) How do art and education interact? How do you see this at UCLA, currently and in the future?
- 1b) Which cultural aspects do you feel UCLA falls short of?
- 1c) For programming director applicants: give a one-paragraph description of your *ideal* event, regardless of monetary or other restrictions (but let's keep it somewhat realistic – no open-mics on the moon just yet).

2. Capabilities

- 2a) What skill sets have you gained from previous experiences and how will you apply those skills to CAC?
- 2b) List 3 traits/characteristics (interests, hobbies, past internships/jobs, etc.) that make you qualified for the position. Describe each trait in a few sentences.

3. Identity

- 3a) Please describe yourself in 200 words or less. Include relevant background information (upbringing, cultural ties, etc.).
- 3b) Choose one art form to represent your personality. Explain why in one sentence.

4. Vision

- 4a) What is your particular vision for the position for which you are applying? What is your overall vision for your series/component? Describe a preliminary plan that you wish to implement.
- 4b) What critiques and analyses do you have of the series you are applying for and how do you plan to address those specific issues? What would you change/improve?

5. Commitments

What outside commitments do you anticipate for the upcoming school year and approximately how much time per week will each commitment require? Please prioritize your commitments (1 = most important) and include CAC in your rankings.