



EXPECTATIONS OF THE DIRECTOR OF LIVE EVENTS

POSITION REQUIREMENTS:

- * Membership in CBTV for one full year prior to applying
- * Commit a minimum of ten hours a week to the position
- * Must attend one competition at own expense
- * Attend meetings after school and special officer meetings off campus

OVERALL RESPONSIBILITIES:

- * Serve as leader during all live events.
- * Prepare a crew, equipment, rundown and assign jobs for all live events.
- * Organize and schedule afterschool filming activities (ie: BCAA and Whirlpool)
- * Work with VP of Fundraising to prepare and sell all live event DVDs.
- * Keep an accurate inventory on all CBTV equipment.
- * Create and enforce a check out and check in plan for equipment. (You are responsible for check in and out everyday)
- * Report all damaged equipment, and work with the Advisor to place orders for new or repaired equipment.
- * File student obligations for any and all damaged equipment.
- * Prepare and execute a plan to conduct other live events than football and basketball.
- * Represent CBTV at special events and other out of school organizations.
- * Be willing to help any other officer with their activities.
- * Promote energetic activity when dealing with officers and members through the display of his/her enthusiasm.
- * Be willing to stay after school to fix any problems that may arise within your position.
- * Act as a leader for CBTV.
- * Complete other tasks assigned by the advisor.