

2020 - 2021

Staff Applications

Please send your application to the SGP Chairman at: [sgp@sg.ufl.edu](mailto:sgp@sg.ufl.edu) by

**Friday, July 24, 2020**

PART I - GENERAL INFORMATION:

Name: \_\_\_

UFID: \_\_\_

Cell Phone Number: \_\_\_

UFL E-mail Address: \_\_\_

Have you been in SGP before? If so, which position(s): \_\_\_

PART II –POSITION APPLYING FOR:

Position: \_\_\_

\*All staff positions are yearlong positions, ending in April of 2021

\*Might be called for interviews depending on positions and number of applicants

PART III - APPLICATION PACKET

Please include the following in a Word.doc/PDF in this order:

1. This application
2. Answers to questions
3. Resume

\*\*\***SAVE** **file as** Last\_First\_FirstPositionApplyingFor. For example: Smith\_John\_StreetTeam\*\*\*

PART IV- VERIFICATION (Please check one of the lines below)

\_\_\_\_ I authorize Student Government staff to verify my qualifications for the position that I am applying for to become a member of Student Government. I further understand that any misrepresentation on my part will result in my disqualification for this position. I hereby certify that I meet the minimum requirements to hold this position and all of the information contained in this application is correct and true to the best of my knowledge.

\* Please initial one of two choices below:

\_\_\_ I, the undersigned, consent to the release of the material in this application, as well as my attached resume, with the exception of my home address, GPA, and student ID, to any SG official with a valid email address, for purposes of inspection. I understand that I have the legal right to refuse to consent to this release without penalty.

\_\_\_\_ I, the undersigned, do NOT consent to the release of the material in this application, as well as my attached resume, with the exception of my home address, GPA, and student id number, to any SG official with a valid email address, for purposes of inspection. I understand that I have the legal right to refuse to consent to this release without penalty.

By signing this document, you agree your electronic signature is the legal equivalent of your manual signature.

Signature: Date: \_\_\_\_\_

\*\*\*\*GENERAL REQUIREMENTS FOR ALL STAFF MEMBERS \*\*\*\*

This year SGP is focusing on accountability and work ethic. We are all one big team therefore SGP has come up with general requirements for all staff members:

* Attend every monthly staff meeting. Miss 2 general staff meeting and you will lose your position. Initial \_\_\_
* Must sign up and ATTEND the required flyering shifts per show or promotional push

Initial \_\_\_

* Announce twice a semester to fraternities/sororities/organizational and/or General Body meetings Initial \_\_\_

**POSITIONS**

*(Multiple people may be selected for each position or selected to be an assistant.)*

**Marketing Team**

**Vice Chair of Marketing (position unavailable)**

* Responsible for overseeing all marketing efforts of SGP
* Will be given his or her own sizable budget (usually 5-10% of artist fee) to develop entire SGP marketing plan for each show
* Analyze most effective marketing tactics to increase outreach for SGP events

**Director of Graphic Design**

*\*\*Please upload a PDF of your work examples* ***or*** *a link to your portfolio website (required)\*\**

* Create all posters and flyers for upcoming SGP shows
* Create all social media graphics
* Create designs for merch

Examples of show graphics:

A close up of a sign

Description automatically generatedA person and text

Description automatically generated

**Social Media Managers**

*\*\*Please upload a PDF of your work examples* ***or*** *a link to your portfolio website if you have\*\**

**Facebook Manager (@ufsgp)**

* Responsible for creating and managing Facebook Events for each show in addition to posting regularly
* Manage all promotional ticket/meet and greet giveaways on this platform
* Brainstorm ways to increase followers and engagement with the student body

**Instagram Manager (@ufsgp)**

* Responsible for regularly posting on Instagram (both in-feed and story), and promoting upcoming concerts
* Work on maintaining a strong page aesthetic
* Brainstorm ways to increase followers and engagement with the student body
* Potentially work with different artists to create IGTV livestreams
* Manage all promotional ticket/meet and greet giveaways on this platform

**Twitter Manager (@ufsgp)**

* Responsible for regularly posting on Twitter and promoting upcoming concerts
* Brainstorm ways to increase followers and engagement with the student body

Manage all promotional ticket/meet and greet giveaways on this platform

**Snapchat Manager**

* Manage Snapchat during all live shows for students to follow along
* Brainstorm new ways to connect with students on Snapchat
* Manage all promotional ticket/meet and greet giveaways on this platform

**Spotify Manager**

* Responsible for updating older playlists
* Create new playlist featuring the artists for each upcoming show in addition to other, more general playlist concepts
* Work with Instagram, Facebook and Twitter managers to promote our playlists

**Director of Photography***\*\*Please upload examples of previous work* ***or*** *a link to your portfolio website (required)\*\**

* Take pictures at every SGP show for promotion on social media
* Must have your own professional equipment

**Director of Videography**

*\*\*Please upload examples of previous work* ***or*** *a link to your portfolio website (required)\*\**

* Film every SGP show
* Create promotional videos for YouTube/Facebook 2 weeks before each show
* Create promotional recap videos after each show
* Must have your own professional equipment

Show recap examples:

[Tory Lanez](https://www.instagram.com/p/B97LDxIpGER/?igshid=1uva06ocn5s1e)

[Quinn XCII](https://www.instagram.com/p/B5x2K-1gQAJ/?igshid=onhu2ulmovpr)

[RL Grime](https://www.instagram.com/p/B4iZTBrAgBv/?igshid=5s687nbr057h)

Application Questions

1. Provide a list of 3 ideas for your position and ways you would like to accomplish them if given this position.
2. Elaborate on any past involvement or employment experiences that you have had that pertains to the position you have applied.
3. Why do you want to be a part of SGP?
4. If you could bring any artist to campus who would it be and why? (pick 2 artists for 2 hypothetical shows)
5. Best concert at UF and not at UF that you’ve ever been to and why?