

**\*\*\*All applications are due by 6:00 PM on Saturday, September 5<sup>th</sup>**

**Please email your application, along with a résumé, to  
accent@sg.ufl.edu** Contact ACCENT Chair, Steven Wolf, at  
accent@sg.ufl.edu with questions.

\*Name:

\*Classification:

\*Phone Number:

\*UF Email Address:

\*UF ID:

\*Non-UF Email Address:

Position applying for – List 3, in priority order: 1)

2)

3)

Will you be on campus throughout the Fall semester? (Y/N)

Are you willing to still be a member of ACCENT staff if not selected for one of these positions? (Y/N)

***Please limit all essay answers to five sentences.***

1. What past experiences or skills make you a good fit for this position?
  
2. What specific ideas do you have for your preferred position? What ideas do you have for your second/third choice positions?
  
3. What are specific ways that ACCENT can market to, and engage more students to attend virtual shows?
  
4. What other time commitments do you have for this summer that could possibly hinder your involvement in ACCENT?
  
5. With ACCENT's storied history in mind, what does ACCENT at the University of Florida represent to you?
  
6. Please list 3 speakers you think would make a great ACCENT show

**Below is a list of ACCENT's open Vice Chair and Director positions, as well as a description of their responsibilities. Please specify if you are applying for a Director or Assistant Director position.**

**\*\*\*Do NOT include the following pages with your Submission**

**Chief of Staff** – *(This is an Executive Board position that will require a significant leadership commitment, as well as an increased time commitment)* Will primarily serve as a resource for staff members needing assistance. Responsible for assisting the chair in all day-to-day operations and special projects, including staff activities and meeting structure.

**Administrative Assistant** – Responsible for assisting the chair with administrative tasks and projects including scheduling meetings, taking meeting minutes and working directly with the chair to maintain an organized agenda.

**Treasurer** – *(This is an Executive Board position that will require a significant leadership commitment, as well as an increased time commitment)* Responsible for planning and allocating ACCENT's budget through the online Docutraq system and working with SG Finance to ensure ease of transactions.

- **Assistant Treasurer:** Assist the treasurer in allocating and managing ACCENT's budget. Work with SG Finance to keep financial issues to a minimum.

**College Delegate Program** - Student Delegates will be expected to create constructive relationships with administrators/professors/students of their College. Tasks will include: working closely with administrators to spread the news of upcoming virtual ACCENT events through College email lists, making in-class announcements, and promoting on social media.

- **College Delegate Director:** Responsible for the college delegate program as well as acting as a resource to all staff below.

- College of Business
- College of Journalism
- Liberal Arts and Sciences
- Engineering
- Public Health & Health Professions
- Graduate
- College of Arts
- College of Design, Construction and Planning
- Agriculture and Life Sciences

**\*\*\*Vice Chair of Virtual Productions** – *(This is an Executive Board position that will require a significant leadership commitment, as well as an increased time commitment)* Responsible for all virtual production aspects of ACCENT events and for managing the Director of Productions.

- **Director of Productions:** Responsible for all general productions of virtual ACCENT shows. Should be readily available throughout the week of a show and have awareness and experience with the online platform used for shows: Zoom or Microsoft Teams (Up to 2 Assistant Directors).

- **Director of Operations:** Responsible for all general productions of ACCENT shows including audio and video capabilities as well as set-up of the show platform (Up to 2 Assistant Directors).
- **Director of Hospitality:** In the event of on-campus shows, will be responsible for ensuring the comfort of the speaker for the duration of their visit, including travel logistics, rider requirements and dressing room accommodations. Also responsible for coordinating potential meals with speakers as well as post-show VIP receptions (Up to 2 Assistant Directors).

**\*\*\*Vice Chair of Promotions–** *(This is an Executive Board position that will require a significant leadership commitment, as well as an increased time commitment)* Responsible for planning and executing ACCENT’s promotional campaigns and for managing the staff positions below.

- **Director of On-Campus Advertising:** Responsible for promoting ACCENT and its events to UF students on campus through the use of flyers, posters, yard signs, banners, socially-distanced tabling, and other creative means (Up to 4 Assistant Directors)
- **Director of Off-Campus Advertising:** Responsible for promoting ACCENT to UF students and Gainesville residents at restaurants, local businesses, apartment buildings and other off-campus locations (Up to 4 Assistant Directors).
- **Director of Organizational Outreach:** Responsible for promoting ACCENT to UF registered student organizations, classrooms and other large campus and Gainesville entities. (Up to 3 Assistant Directors).
- **Director of Media Advertising:** Responsible for purchasing and/or managing advertising campaigns through radio stations, TV stations, websites, newsletters, etc. (Up to 1 Assistant Director).
- **Director of Media Relations:** Responsible for aiding the Chairman in drafting press releases and inviting engaging professional media to ACCENT events. Please submit samples of prior work with application
- **Director of Freshman Outreach:** Responsible for engaging and informing the incoming Freshman class about ACCENT events and history on campus (Up to 2 Assistant Directors).

**\*\*\*Vice Chair of Programming–** *(This is an Executive Board position that will require a significant leadership commitment, as well as an increased time commitment)* Responsible for conducting research on ACCENT’s operations and for managing staff positions below.

- **Director of Partnerships:** Responsible for assisting the Chairman in finding and engaging potential partnering organizations for future ACCENT shows.
- **Director of Research and Feedback:** Responsible for collecting student feedback about past speakers and speaker suggestions through surveys and other means. Also will be expected to conduct frequent social media polls (Up to 2 Assistant Directors)
- **Director of Archives:** Responsible for creating and updating a historical record of past programming shows in addition to coordinating the creation of a digital archive of materials from past shows. Will also be responsible for creating a “Year in Review” video with the Digital Communications Team.

**\*\*\*Vice Chair of Digital Communication** – *(This is an Executive Board position that will require a significant leadership commitment, as well as an increased time commitment)* Responsible for planning and executing ACCENT's digital communications strategy and for managing the Director and Assistant Directors of Social Media.

- **Director of Social Media:** Responsible for promoting ACCENT through Facebook, Twitter, Instagram, and Snapchat. Tasks include, but are not limited to: engaging with followers, and generally maintaining an active profile. Will also be responsible for maintaining an up-to-date social media calendar (Up to 4 Assistant Directors).
- **Director of Web Design:** Responsible for working with Student Government and Reitz union IT to update the content and design of the ACCENT website.
- **Director of Videography:** Responsible for creating short promotional videos to be shared through ACCENT's social media pages, as well as b-roll videography during ACCENT events, if necessary. Will also be responsible for working with the Director of Archives to create a "Year in Review" video. Please submit a link with samples of prior work with application (Up to 1 Assistant Director)
- **Director of Photography:** Responsible for taking photos of the speaker, editing the photos and uploading them to the ACCENT's social media pages. Please submit samples of prior work with application
- **Director of Digital Design:** Works closely with the Director of Social Media to develop graphics for ACCENT's social media pages, in addition to working closely on promotional graphics (Up to 1 Assistant Director)