Carleton DanceLab: Vice-President Administration (Merchandising)

Carleton DanceLab is an undergraduate student club that allows students to continue their passion of dance in a judgement free, inclusive, safe environment that anyone is welcome in. We encourage everyone to express their true selves through dance and form a welcoming community to share our love of dance. Working towards that goal, at the moment Carleton DanceLab runs 2 weekly classes, drop-ins and choreography classes for our year end showcase. We also conduct events for our members, examples being: movie nights, tie-dye events and paint nights.

Responsibilities:

- Weekly email correspondence on upcoming classes
- Creates email infographics for all events and classes
- Creates google forms for member registration, and all other applicable club inquiries that requires surveys through google forms
- Corresponds with other club executives and president on planning initiatives for the club
- Designs merchandising and promotion activities, including coordinating with various suppliers
- Choreographing/teaching drop-in classes and showcase dances

Requirements:

- Current Undergraduate student at Carleton University
- Experience using Google Forms and Microsoft Office (Outlook, Excel)
- Experience creating infographics using Canva
- Experience in designing or organizing merchandise products
- Minimum 1 year experience in Leadership and Outreach
- Excellent interpersonal skills
- Minimum of 5 years of dance experience is preferred
- Creativity!
How to Apply:
Please submit a cover letter and resume that details your unique skills and experience. Applicants can email their cover letter and resume to clubs@cusaonline.ca with the subject line: DanceLab: President. Applications will close at 4:00pm on January 20th, 2023.