GOALS OF THE GRADUATE APPRENTICESHIP:
The graduate apprentice (GA) for Student Production works with Baylor University’s four annual all-university productions: After Dark, Pigskin Revue, All-University Sing, and StompFest. This work will be within the context of the office of the Department of Student Activities. The Graduate Apprentice, with the Assistant Director of Campus Programs, will directly supervise and advise the Student Productions Committee, a group of approximately 15 undergraduate students selected to run some of Baylor’s largest and oldest traditions. Throughout the year, the Graduate Apprentice will work with approximately 2,000 student-performers through the different productions. Tasks will vary according to the productions and its specific needs.

GRADUATE APPRENTICESHIP MAJOR RESPONSIBILITIES:
1. Work with the Assistant Director of Campus Programs in the supervision and advising of the Student Productions Committee. This includes efforts to:
   a. Participate and facilitate the interview and selection process in the spring.
   b. Plan and facilitate weekly meetings, yearly retreat, trainings, and any other activities.
   c. Assist in the delegation of roles for each production with the student executive producers and the team officers.
2. Serves as the Executive Producer for Pigskin Revue
   a. Plan and facilitate bi-weekly Pigskin Chair Meetings.
   b. Coordinate all rehearsal and show schedules.
   c. Serve as the point of contact for all outside sources, Waco Hall staff, and Pigskin chairs.
   d. Attend weekly production meetings with production team.
3. Contact and coordinate travel and hospitality arrangements for judges of All-University Sing.
4. Research, run, and present the People’s Choice Awards for All-University Sing and StompFest
5. Serve as main advisor to the Executive Student Producer of StompFest
   a. Help plan and facilitate weekly StompFest Captain and Coaches meetings.
   b. Monitor budget for StompFest.
   c. Oversee the creation of all rehearsal and show schedules.
   d. Attend weekly production meetings with production team.
6. Assist in planning and facilitating the yearly Sing Chair Workshop.
7. Research and prepare assessments and evaluations of all of the major programs to inform the work of individuals or Student Productions as a whole.
8. Assist in any other production related tasks as needed and necessary.
9. Partner with New Student Programs in the planning and implementation of Line Camp Sing (if scheduling allows).
10. Perform day-to-day tasks in the office of Student Activities.
11. Other duties as needed/assigned by the Assistant Director.

SKILLS REQUIRED FOR THE GRADUATE APPRENTICESHIP:
• Excellent written and oral communication skills
• Ability to manage multiple priorities
• Excellent organization skills
• Excellent supervisory skills

CONTACT:
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