PRESIDENT MAJOR RESPONSIBILITIES:

Work with the Assistant Director of Campus Programs to train, organize, recruit and retain members.

- This includes efforts to:
  - Participate and facilitate the interview and selection process.
  - Plan, prepare and facilitate weekly meetings, yearly retreat, trainings, and any other activities.
  - Assist in the delegation of roles for each production with the student executive producers and the Vice Presidents.
  - Manage attendance, absences and make-up meetings for members.
  - Meeting weekly with Asst. Director about organization updates, concerns and celebrations.
  - Collaborate, attend and ensure StuPro membership participation in Campus Programs/Student Activities events, trainings, and experiences (including, but not limited to events with BAC, UB, Cornerstone, SALT, etc)
  - Serve as main student contact for the organization.
  - Update the StuPro Connect portal as necessary.
  - Attend required organization trainings.
  - Attend weekly production meetings with production team.
  - Serve as proxy for Executive Student Producers when they are not available.
  - Attend meetings as necessary.
  - Send correspondence as necessary.
  - Manage StuPro set up in lobby, Waco Hall East and Roxy Gove prior to shows.
    - Ensure efficiency and effectiveness of set up.
    - Communicate with Exec necessary updates.
  - Manage StuPro responsibilities during shows.
    - Exec will be keeping production notes of show in the audience, Pres is responsible for behind-the-scenes management of StuPro duties
  - Assist Execs in assessment and evaluation of production.
  - Assist VPs in delegation of responsibilities to general membership.
  - Assist in any other production related tasks as needed and necessary.
  - Other duties as needed/assigned by the Assistant Director.

IMPORTANT CONTACTS:

Cheryl Mathis, Assistant Director of Campus Programs, Cheryl_Mathis@baylor.edu
Jordy Dickey, Associate Director of Campus Programs, Jordy_Dickey@baylor.edu
Toni Kaska, Office Manager for Student Productions, Toni_Kaska@baylor.edu
**Pigskin Student Exec MAJOR RESPONSIBILITIES:**
Work with the Assistant Director of Campus Programs to organize, manage and implement ideas, tasks and objectives to produce the After Dark talent show during Family Weekend. AD Exec must be of good standing academically and judicially. One year of StuPro membership is preferred but not required. Student Executive Producers serve as the main student contacts and coordinators for Student Productions events. Student Execs work with and through the Assistant Director to learn how to manage and coordinate appropriate portions of Student Productions events through expectations and processes from the Department of Student Activities and the Division of Student Life. Student Execs are the lead student voice throughout each StuPro production process and fulfill responsibilities for each production at the student level. Actions by Student Execs outside of or beyond the description below without consent and approval of the Assistant Director will be cause for a formal performance review.

The AD Student Exec will work with the Assistant Director to:

a. Attend Student Exec orientation and lead/participate in general StuPro orientation, in late spring semester
b. Coordinate online and/or in-person performer audition process beginning in May.
c. Distribute and delegate tasks and responsibilities to Vice Presidents and general StuPro members as seen in the All-Show Task list.
d. Lead audition and performer meetings as needed.
e. Match StuPro producers with performers.
f. Meet weekly with Asst. Director about production updates, questions and concerns.
g. Attend weekly production meetings with Waco Hall and Campus Programs staff, and StuPro leadership.
o Serve as main student contact for relevant aspects of After Dark.
h. Communicate regularly with Chamber Family Weekend Chair
i. Empower StuPro producers to lead and build connections with performers
j. Manage all necessary submissions from performers
k. Communicate regularly with Waco Hall technical staff about performer and StuPro needs and ideas
l. Coordinate rehearsal and performance schedules with Assistant Director and Waco Hall staff
o Communicate regularly with StuPro leadership about After Dark progress.
o Create post-show evaluation for StuPro members and performers
o Other duties as needed/assigned by the Assistant Director and production team

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Pigskin Student Exec MAJOR RESPONSIBILITIES:
Work with the Assistant Director of Campus Programs to organize, manage and implement ideas, tasks and objectives to produce Pigskin Revue during Homecoming. Pigskin Student Exec must be of good standing academically and judicially. One year of StuPro membership is required.
Student Executive Producers serve as the main student contacts and coordinators for Student Productions events. Student Execs work with and through the Assistant Director to learn how to manage and coordinate appropriate portions of Student Productions events through expectations and processes from the Department of Student Activities and the Division of Student Life. Student Execs are the lead student voice throughout each StuPro production process and fulfill responsibilities for each production at the student level. Actions by Student Execs outside of or beyond the description below without consent and approval of the Assistant Director will be cause for a formal performance review.

The Pigskin Student Exec will work with the Assistant Director to:

a. Attend Student Exec orientation and lead/participate in general StuPro orientation, in late spring semester
b. Coordinate formal Pigskin invitation acceptance ceremony.
c. Distribute and delegate tasks and responsibilities to Vice Presidents and general StuPro members as seen in the All-Show Task list.
d. Lead Pigskin Chair meetings as needed.
e. Match StuPro producers with the performing acts.
f. Meet weekly with Asst. Director about production updates, questions and concerns.
g. Attend weekly production meetings with Waco Hall and Campus Programs staff, and StuPro leadership.

○ Serve as main student contact for relevant aspects of Pigskin Revue.

h. Communicate regularly with Chamber Homecoming Chair
i. Empower StuPro producers to lead and build connections with Chairs and performers
j. Manage all necessary submissions from Chairs and performers
k. Communicate regularly with Waco Hall technical staff about performer and StuPro needs and ideas
l. Coordinate rehearsal and performance schedules with Assistant Director and Waco Hall staff

○ Communicate regularly with StuPro leadership about Pigskin progress.

○ Create post-show evaluation for StuPro members and performers

○ Other duties as needed/assigned by the Assistant Director and production team

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Sing Student Exec MAJOR RESPONSIBILITIES:
Work with the Assistant Director of Campus Programs to organize, manage and implement ideas, tasks and objectives to produce All-University Sing. Sing Student Exec must be of good standing academically and judicially. One year of StuPro membership is required.

Student Executive Producers serve as the main student contacts and coordinators for Student Productions events. Student Execs work with and through the Assistant Director to learn how to manage and coordinate appropriate portions of Student Productions events through expectations and processes from the Department of Student Activities and the Division of Student Life. Student Execs are the lead student voice throughout each StuPro production process and fulfill responsibilities for each production at the student level. Actions by Student Execs outside of or beyond the description below without consent and approval of the Assistant Director will be cause for a formal performance review.

The Sing Student Exec will work with the Assistant Director to:
- Attend Student Exec orientation and lead/participate in general StuPro orientation, in late spring semester
- Manage act recruitment and registration for all registered and chartered student organizations in late Sing semester, including interest and orientation meetings
- Distribute and delegate tasks and responsibilities to Vice Presidents and general StuPro members as seen in the All-Show Task list.
- Lead Sing Chair meetings as needed.
- Match StuPro producers with the performing acts.
- Meet weekly with Asst. Director about production updates, questions and concerns.
- Attend weekly production meetings with Waco Hall and Campus Programs staff, and StuPro leadership.
  - Serve as main student contact for relevant aspects of All-University Sing.
- Empower StuPro producers to lead and build connections with Chairs and performers
- Manage all necessary submissions from Chairs and performers
- Communicate regularly with Waco Hall technical staff about performer and StuPro needs and ideas
- Coordinate rehearsal and performance schedules with Assistant Director and Waco Hall staff
  - Communicate regularly with StuPro leadership about Sing progress.
  - Create post-show evaluation for StuPro members and performers
  - Other duties as needed/assigned by the Assistant Director and production team

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Roles of a General Member:
Implement tasks and delegated responsibilities as set by the StuPro leadership team in coordination with the Assistant Director of Campus Programs including logistical production and show set up/strike and serving as a producer for acts in After Dark, All-University Sing, Pigskin Revue and Zeta Phi Beta’s StompFest.
- This includes expectations to:
  a. Attend and participate in all required orientations, trainings, workshops and meetings.
  b. Actively communicate and work with sub committee within StuPro to execute tasks and responsibilities for each show.
  c. Produce or co-produce up to four acts total (up to 2 for each role) per each of the four productions.
     • Meet and communicate regularly with Chairs of each act.
     • Attend Chair meetings as requested by Chairs and/or show Exec
     • Serve as resource for Chairs as they brainstorm and create their act, during rehearsals and shows
- Participate in assessment and evaluation of productions as lead by Execs
- Assist in any other production related tasks as needed and necessary.
- Other duties as needed/assigned by the Assistant Director.

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