**Carleton DanceLab President Description & Application**

Carleton DanceLab is an undergraduate student club that allows students to continue their passion for dance in a judgment-free, inclusive, environment. We encourage everyone to express their true selves through dancing and form a welcoming community to share our love of dance. Working towards that goal, Carleton DanceLab currently runs 2-4 weekly classes consisting of drop-ins and member classes. Most of our member classes work on choreography for our year-end showcase. We also conduct events for our members: movie nights, wellness nights and craft nights.

**Carleton DanceLab President**

**Responsibilities:**

* Frequently communicate with CUSA to annually re-certify the club, complete training courses, organize waivers for members and ensure all risk assessment forms are filled out and submitted.
* Attend all mandatory CUSA meetings (i.e. Presidents meeting in both fall & winter semesters)
* Effectively communicate with executives and members to ensure resolution of any issues, interpersonal or personal.
* Conceptualize and execute frequent meetings among executives to discuss current and future projects.
* Coordinate the production of a year-end showcase, including securing venues, insurance, copyright, etc.
* Delegate tasks to other executive members as well as help out when needed.
* Keep consistent communication with all executives on the status and details of their tasks.
* Oversee and confirm all decisions made in the club (e.g., class schedules, member events, google forms, etc..)
* Act as Human Resources to the club members and executives.
* Choreograph/teach drop-in classes and showcase dances.

**Requirements:**

* Current Carleton Undergraduate Student
* Minimum 5-7 years dance experience
* Demonstrate leadership and dependability skills to guarantee the club's success and oversee all decisions and expectations of others
* Excellent interpersonal skills
* Significant organizational skills
* Experience planning and facilitating events
* Experience working in a group setting, leading a team and delegating tasks
* Experience in administration work