**Carleton DanceLab Vice President Administration (Merchandising) 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 Vice President Administration (Merchandising)**

**Responsibilities:**

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* Creates Google forms for member registration, and all other applicable club inquiries that require surveys through Google Forms.
* Correspond with other club executives and the President on club planning, emails, and merchandise.
* Answer incoming emails with general club inquiries or concerns.
* Designs merchandise, and works & coordinates with suppliers to produce said merchandise.
* Designs merchandising and promotion activities, including coordinating with various suppliers
* Work with Lululemon’s strategic sales team to provide discounted clothes for members.
* 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 in designing or organizing merchandise products
* Excellent interpersonal, communication, and organizational skills
* Minimum 5 years dance experience