**Carleton DanceLab Vice President Communications 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 Communications**

**Responsibilities:**

* Creates email and social media infographics for all events and classes
* Creates social media plans and posts to communicate and promote clubs’ activities and events.
* Corresponds with members and the dance community via social media and emails.
* Coordinates club-related communications regarding membership and events/activities with executives and members.
* Weekly emails corresponding to upcoming classes and events.
* Effectively communicates with members and executives to promote engagement in all club activities.
* Answer messages and questions sent to the Carleton DanceLab Instagram account
* Work alongside the President to create show order for the year-end showcase.
* Create the infographics and design for the year-end showcase program.
* Choreographing/teaching drop-in classes.

**Requirements:**

* Current Undergraduate student at Carleton University
* Experience in designing and creating infographics using Canva
* Minimum 5 years dance experience
* Excellent communication, organization, and interpersonal skills
* Experience working in a group setting