**Carleton DanceLab Vice President Project Manager 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 Project Manager**

**Responsibilities:**

* Plan and organize the beginning of the year expo
* Large administrative role in regard to coordinating the showcase dances (e.g., assigning members to dances, creating a yearlong schedule to ensure all choreography gets completed), while working alongside the President.
* Coordinate all member events for engagement and socialization for members alongside the President.
* Book spaces for events and fill out risk assessment forms alongside the President.
* Compile a Showcase Committee of volunteers to help out at the year-end showcase.
* Work alongside the Vice President of Finance to execute funding needs for all events, and fundraising.
* Work with the President to organize the year-end showcase by booking the venue, coordinating the show day schedule, packing list, etc.
* Choreograph and teach drop-in classes and performance pieces.

**Requirements:**

* Current Undergraduate student at Carleton University
* Creativity and passion
* Minimum 5 years dance experience
* Excellent communication, organization, and interpersonal skills
* Experience working in a group setting
* Experience planning and facilitating events