ACE Board Production Team Positions
Activities. Culture. Engaging Entertainment. from your Student Senate

ACE Board General Description:
ACE Board develops and supports large-scale, fun activities that engage the student body, including open mic nights, live concerts, touring performers, movies, dances, lectures, artistic and cultural entertainment. ACE Board manages sound, lighting, technical equipment, and contracted services to produce these events and to sponsor and guide other student groups in successful production of similar events. As the custodian for the Student Senate of a large student-fee activity budget and large inventory of student-owned sound equipment, ACE Board supports events that reflect both the general and diverse interests of students.

Event Tech I – Assist in set-up, clean-up, or crowd control at various student activities and cultural events. Includes assisting with set-up and operation of sound and lighting equipment. Essential functions include: lifting and moving items that weigh in excess of 25lbs.; stooping, kneeling, or reaching in order to connect equipment; and, adjusting equipment based on both audible and visual feedback. Requires trustworthiness, good teamwork and interpersonal skills, and a willingness to learn technical concepts. Preference for candidates who demonstrate one or more of the following:

- have prior experience or dedication to learn sound or lighting technical concepts and good practices, such as: proper care of XLR and DMX cables; miking instruments, attention to detail of signal paths and electrical concepts in a complex and fast-paced environment; concern for safety of people and equipment; and, ability to discern fine but significant distinctions between seemingly similar pieces of equipment.
- have interest in maintaining a safe and healthy environment at large events, including: approaching other students to inform or clarify expectations regarding behavior at University events; using interpersonal skills to create a positive and welcoming environment for diverse groups of people; and, monitoring busy spaces for safety concerns or behavior that may create a threatening or uncomfortable environment for students.
- are able to successfully complete University certification to drive vans and trucks, climb ladders, and other safety certifications.

Irregular evening and weekend work schedules. Required attendance at bi-weekly production team meeting. Involvement in various student clubs and organizations, such as Activities & Cultural Events (ACE) Board, highly encouraged but not job requirement.

Compensation: $10.75/hr
Application Information: Submit the standard Student Job Application Form or a resume to studentactivities@pacificu.edu.

Event Tech II – Set-up, clean-up, and crowd control at various student activities and cultural events. Includes setting-up and operating professional sound and lighting equipment or leading other students in management of an event. Essential functions include: lifting and moving items that weigh in excess of 25lbs.; stooping, kneeling, or reaching in order to connect equipment; and, adjusting equipment based on both audible and visual feedback. Requires trustworthiness, good teamwork and interpersonal skills, and competency operating professional audio and lighting equipment. Successful candidates must demonstrate one or more of the following:

- working knowledge of professional audio and lighting technique in a complex and fast-paced environment, including: setting gain structure; miking technique; mixing to multiple busses or outputs; clipping, limiting, and compression; addressing and patching DMX channels or other addressable digital equipment; cue stacks; safety requirements for electrical and lighting equipment; and, ability to discern fine but important distinctions between conceptually similar controls along a chain from input to output.
- skills to maintain a safe and healthy environment at large events, including: approaching other students to inform or clarify expectations regarding behavior at University events; using interpersonal skills to create a positive and welcoming environment for diverse groups of people; and, monitoring busy spaces for safety concerns or behavior that may create a threatening or uncomfortable environment for students.
- are able to successfully complete University certification to drive vans and trucks, climb ladders, and other safety certifications.
- leadership skills to guide the work of a team to safely accomplish a goal in a specified time and teaching skills to reinforce technical knowledge and requirements to other students.

Irregular evening and weekend work schedules. Required attendance at bi-weekly production team meeting. Involvement in various student clubs and organizations, such as Activities & Cultural Events (ACE) Board, highly encouraged but not job requirement.

Compensation: $11.75/hr
Application Information: Submit the standard Student Job Application Form or a resume to studentactivities@pacificu.edu.
ACE Board 2017-18 Executive Board Selection
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ACE Board, in concert with the Student Senate and Student Activities & Multicultural Interests, seeks candidates for six executive positions next year. Applications are due Monday, April 3, by 8:00 a.m.

ACE Board Chair:
The Chair is the overall student leader of ACE Board and should be comfortable and experienced with planning large events requiring multiple resources. The Chair facilitates weekly ACE Board meetings, provides support and communicates with fellow ACE Board members. The Chair must guide the planning and execution of concerts, dances, and other events with attention to University policies and procedures.

Cultural Events Chair:
The Cultural Events Chair focuses on the development and support of events that promote cultural appreciation, nurture understanding of diverse cultural perspectives, and encourage cross-cultural dialogue. The Cultural Events Chair participates in weekly ACE Board meetings and communicates regularly with leaders of various cultural student organizations on campus to foster collaboration and develop activities. The Cultural Events Chair should be experienced planning events and be dedicated to promoting a variety of events.

Production Chair:
The Production Chair coordinates the sound and lighting aspects of ACE Board productions and manages an expansive, Student Senate-owned inventory of sound, lighting, and other event equipment. The Production Chair must have prior experience operating required sound equipment, must be able to lead a production set-up crew, and works with professional musicians.

Marketing Chair:
The Marketing Chair promotes ACE Board, Student Activities & Multicultural Interests, and their related events with various media, social, and event-based marketing. The Marketing Chair must have prior experience developing promotions using different media: print, online, or social. Interest and ability to write well, work timely, maintain contact with other student media and organizations, and follow University and industry standards for writing and publication are just as important as creativity.

Open Mic Chair:
The Open Mic Chair coordinates the monthly “First Fridays” Open Mic series and works with similar events. The Open Mic Chair should be comfortable and experienced planning performance events. The Open Mic Chair should be dedicated to providing a forum for students to showcase various performance talents and to bring a variety of guest talent to campus that reflects both the general and diverse interests of students.

Boxer Radio Chair:
The Boxer Radio Chair leads BoxerRadio.fm, an online radio station, including scheduling and promoting radio shows, training DJs, and arranging live broadcasts of campus events. The Boxer Radio Chair should be interested in learning both the technical aspect of broadcasts, including relevant software and hardware, and the social responsibilities of operating a media platform. The Boxer Radio Chair works to incorporate the station and ACE Board’s music-related events with music fans on campus.

To apply:
E-mail to studentactivities@pacificu.edu by 8:00 a.m., Monday, April 3, answers to the following questions. Please keep your answers under three pages.

1. What position(s) are you applying for and what excites you about it?
2. What goals— for the benefit of other students— would you want to achieve in that position and what experience do you have to achieve those goals?
3. Describe a time that you communicated in a manner that did ONE of the following: built a feeling of team; inspired others to help or work harder; avoided confusion and facilitated organization; reduced frustration or hostility; or, helped others learn something quickly or easily.
4. List, describe and prioritize the weekly hours you plan to spend in various school, homework, co-curricular, recreational, other employment, or hobbies next fall and spring semesters. Discuss the impact this position will have on your time.
5. Top candidates will be interviewed by a committee the first or second week of April. What times during the week are you generally available for an interview?

Full job descriptions for each position are available in this document at https://www.pacificu.edu/current-undergraduate/activities/clubs-and-organizations/ace-board.