All applications are due no later than 5 PM on Friday, September 9, 2016. Please email your application, along with a résumé, to accent@sg.ufl.edu, or turn in a hard copy to the ACCENT office at Room 3013 of the Reitz Union.

All applicants will be notified via email by Monday, September 12. There will be a mandatory staff meeting for all selected applicants on the afternoon of Wednesday, September 14.

Contact ACCENT Chairman, Mike Greenberg, at accent@sg.ufl.edu with questions.
Below is a list of the ACCENT staff positions and a description of their responsibilities. The underlined positions are Executive Board members, who will meet weekly and report about their staff’s progress.

**Chief of Staff** - Assist the Chairman in all day-to-day operations and special projects. Oversee the entire staff and ensure all staff members are on task and maintain positive morale.

**Administrative Assistant** - Assist the Chairman and Chief of Staff with administrative tasks and projects.

**Treasurer** - Allocate and manage ACCENT’s budget. Work with SG Finance to keep financial issues to a minimum. (1 Assistant Director)

**Vice Chair of Promotions** - Responsible for all ACCENT promotions and managing the staff positions below.

**Director of On-Campus Advertising** - Responsible for promoting ACCENT to UF students on campus through the use of flyers, posters, yard signs, banners, tabling, and other creative means. (5 Assistant Directors)

**Director of Off-Campus Advertising** - Responsible for promoting ACCENT to UF students and Gainesville residents at restaurants, local businesses, apartment buildings, and other off-campus locations. (3 Assistant Directors)

**Director of Organizational Outreach** - Responsible for promoting ACCENT to registered student organizations, classrooms, and other large entities. (3 Assistant Directors)

**Director of Media Advertising** - Responsible for purchasing and/or managing advertising campaigns through radio stations, TV stations, websites, newsletters, etc. (1 Assistant Director)

**Director of Media Relations** – Responsible for aiding the Chairman in drafting press releases and inviting and engaging professional media to ACCENT events. *Please submit samples of prior work with application.* (1 Assistant Director)

**Vice Chair of Productions** - Responsible for all productions of ACCENT shows and managing the staff positions below.

**Director of Productions** - Responsible for all general productions of ACCENT shows, including reserved seating, sign language interpreters, audio, box office relations, etc. (4 Assistant Directors)

**Director of Operations** - Responsible for all venue operations, including security,
Q&A microphone setup, banners, etc. (4 Assistant Directors)

**Director of Talent Relations** - Responsible for ensuring the comfort of the speaker for the duration of his/her visit, including travel logistics, rider requirements, and dressing room accommodations. (2 Assistant Directors)

**Director of Hospitality** - Responsible for coordinating potential meals with speakers as well as post-show VIP receptions. (2 Assistant Directors)

**Vice Chair of Programming** - Responsible for aiding in planning potential future ACCENT shows, and managing the staff positions below.

**Director of Partnerships** - Responsible for assisting the Chairman in finding and engaging potential partnering organizations for future ACCENT programs.

**Director of Research** - Responsible for conducting research of potential speakers to gather attendance data and other information, through the Internet and other means. (2 Assistant Directors)

**Director of Feedback** - Responsible for collecting student feedback about past speakers and speaker suggestions through surveys and other means. (2 Assistant Directors)

**Director of Schedule** - Responsible for updating and maintaining a calendar of upcoming events happening at UF and in Gainesville to prevent scheduling conflicts.

**Director of Archives** - Responsible for creating and updating an historical records of past programming shows in addition to coordinating the creation of a digital archive of materials from past shows. (1 Assistant Director)

**Vice Chair of Digital Communication** - Responsible for maintaining ACCENT’s online digital profile and digital operations, and managing the staff positions below.

**Director of Social Media** - Responsible for promoting ACCENT through Facebook, Twitter, Instagram, and Snapchat, engaging with followers, and generally maintaining an active profile. (2 Assistant Directors)

**Director of Web Design** - Responsible for working with Student Government IT to update the content and design of the ACCENT website.

**Director of Graphic Design** - Responsible for designing attractive promotional graphics to be shared through ACCENT social media pages, as well as working with ACCENT’s professional graphic designer for flyer and poster designs. Please submit samples of prior work if possible.
**Director of Videography** - Responsible for creating short promotional videos to be shared through ACCENT’s social media pages, as well as b-roll videography during ACCENT events, if necessary. *Please submit a link with samples of prior work with application.* (1 Assistant Director)

**Director of Photography** - Responsible for taking photos of the speaker, editing the photos, and uploading them to the ACCENT’s social media page. *Please submit samples of prior work with application.* (1 Assistant Director)
Please type answers to this application.

Name: ___________________________  School year: ___________________________
Phone Number: _______________  Email Address: ___________________________
UF ID: ___________________________  Major: ___________________________
Position applying for – List 3, in priority order: 1) ___________________________
2) ___________________________
3) ___________________________
Are you willing to still be a member of ACCENT staff if not selected for one of these positions? (Y/N) _______

Please limit all essay answers to five sentences.

1. Why are you applying for a position with ACCENT Speakers Bureau? Explain what you hope to get out of this experience.

2. Briefly outline your relevant skills and/or experiences for the position(s) for which you are applying.

3. Explain some **specific ideas** you have for the position(s) for which you are applying.

4. What other time commitments do you have for the fall semester?

5. Please list 3-5 names you believe would make for excellent ACCENT speakers.