

# KEY CLUB

## 2019 Convention production team program

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

### Convention production team program

Key Club International is offering four positions within the convention production team to qualified former Key Club members who want to assist in the preparation and production of selected aspects of the 2019 Key Club International convention.

During the three-week program, participants will assist in pre-convention preparations in Indianapolis, Indiana and in the actual set up and production of the Key Club convention in Baltimore, MD. *Please note that these three weeks are not consecutive.*

### Eligibility

The convention production team program is open to former Key Club members who have held a district or international office during 2016-2019. Applicants must have graduated high school no later than spring 2019.

### Program dates

The first two weeks of the program begins on Monday June 3, 2019 through Friday June 14, 2019. In Indianapolis, IN. Week three takes place Monday, July 1, 2019 through Sunday, July 7, 2019 in Baltimore, MD. Candidates unable to meet the date commitments should not apply.

### Scope of duties

#### Elections position

- Reviewing election procedures (Key Club By-Laws & Roberts Rules of Order)
- Work with the Key Club staff and elections chair to coordinate the elections process.
- Develop caucus and candidate schedules.
- Prepare ballots and coordinate the nominating conference balloting.
- Review and edit nominating conference and House of Delegates scripts and slides.
- Prepare materials and set up credential registration.
- Coordinate communication plan for staff and candidates
- Other duties as assigned.

#### General sessions position

- Assist with stage and seating set up for sessions.
- Review and edit all session scripts and slides.
- Coordinate communication plan for staff and candidates
- Coordinate Run of Show
- Other duties as assigned.

#### Workshops position

- Assist with coordination and planning of all workshops.
- Prepare and distribute workshop materials.
- Coordinate logistics for workshop speakers.

- Create and distribute workshop evaluations.
- Develop list of needed items
- Coordinate exhibit hall.
- Coordinate communication plan for staff, speakers and attendees.
- Other duties as assigned.

#### **Special Events Position**

- Assist with coordination and planning of contests and awards.
- Develop and assist with contest and award judges' schedule.
- Prepare materials and set up contest sign-up at registration.
- Coordinate rehearsal and order for talent acts.
- Assist with contests and awards video production.
- Other duties as assigned.

#### **Compensation**

Key Club International will provide travel to and from Indianapolis and Baltimore for each trip. All lodging costs during both weeks of the program will be paid and a daily per diem of US\$50 will be provided for the days in Indianapolis and in Baltimore. Reimbursement for any additional expenses must be pre-approved.

#### **Additional expectations**

Participants will be expected to abide by the Key Club code of conduct prohibiting the use of alcohol or drugs. Any violation of these rules or any local, state or federal law will cause the position to be terminated and the participant will be sent home.

#### **Application process**

Selection will be made through an application process. Candidates' applications, résumés, and cover letters must be received by Friday, May 10, 2019.

Cover letters should answer the following questions.

- What do you want to gain from participation in the convention production team?
- What special skills can you offer?

Telephone interviews may be used for candidate selection. Notification will take place by May 17, 2019. There is no need to check on applications before that time.

To apply for this program, please send résumé, cover letter, and application to  
Heather McAlister - Key Club International Specialist:  
hmc alister@kiwanis.org

For more information or questions, contact Heather McAlister at hmc alister@kiwanis.org or 1-800-KIWANIS, ext 123.

**K E Y C L U B**

# 2019 Convention production team program application

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Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

College or university: \_\_\_\_\_

Major: \_\_\_\_\_ Year in school: \_\_\_\_\_

Position applying for (**mark with preference order; 1 being first preference and 4 being last preference**):

- Elections position
- General sessions position
- Workshops position
- Special Events position

**Key Club history:** Key Club member of: \_\_\_\_\_ District: \_\_\_\_\_

District/international offices held: \_\_\_\_\_

District conventions attended (location and year):

\_\_\_\_\_

\_\_\_\_\_

International conventions attended (location and year):

\_\_\_\_\_

\_\_\_\_\_

**References:** Please provide two Key Club or Kiwanis references:

Reference name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Reference name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

To apply for this program, please send résumé, cover letter, and application to:

Heather McAlister - Key Club International Specialist  
hmc alister@kiwanis.org