



## 2020-21 Position Description

### Film Series Co-Coordinator

#### Events Planned Under this Position:

- Weekly screenings of non-academic films on campus,
- Off-campus trips for new release screenings at local movie theatres
- The Oscar Viewing Party
- The annual Orientation Outdoor Movie
- The annual Spring Fling Weekend Outdoor Movie

#### Additional Responsibilities:

- Facilitating all aspects of the Film Series general membership group.
- Act as a signatory for a Tufts University Social Collective (TUSC) budget.
- Maintain a safe, healthy, and inclusive environment during all TUSC events.
- Work collaboratively with other TUSC members to ensure the overall success of all TUSC events and programs.
- Remain in good academic and judicial standing with the University.
- Abide by the Tufts University Student Code of Conduct and TUSC Code of Conduct.

#### Time Commitment:

- Approximately five (5) hours per week of independent work time on projects.
- Volunteer regularly at TUSC events.
- Attend bi-weekly TUSC meeting on Wednesday's at 12pm (free period).
- Attend bi-weekly advising meetings with your advisor (scheduled based on your availability, M-F 8:30am-4:30pm).
- Participate in a weekend-long (overnight) retreat in September.
- Participate in a day-long (on campus) regroup in January.
- Regularly check and respond to email communication, including outreach to vendors.

#### Compensation:

- This position is a volunteer position, no stipend or wages are provided.
- Members receive a uniform to wear during events.
- Members receive a complimentary ticket to the events they plan.
- Members receive priority of any giveaway items from events, when available.