



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

All Ages Coordinator – EngWeek

Events



All Ages Coordinator Position Description

Purpose/ Main Goal:

EngWeek is one of the many strong and unique Queen's Engineering traditions. It is a week of action packed events and activities celebrating Queen's engineering students. These events occur on weeknights and during the weekend of the second week of second semester. One of the events during EngWeek is an All Ages night, whereby students and Professors gather at a venue in Kingston to have fun, sing and dance to their favourite songs. The All Ages night, as the name suggests, is a super inclusive event as it is open to engineers of all ages.

Job Description:

This role oversees all the logistics behind the All Ages event during EngWeek. This requires the coordinator to collaborate and work together with other passionate and driven members of the EngWeek committee to ensure the success of EngWeek. In this role, you will gain experience with all aspects of event planning, such as logistics, venue booking, selling tickets and running an event. It is a very rewarding role as you get to see all your hard work come together in a fun, community building event.

Responsibilities:

1. Promote the event with posters and social media like Facebook.
2. Book the venue.
3. Organizing the theme.
4. Ticket sales.
5. Run the event which includes setting up, collecting tickets, encouraging people to sing, handing out prizes, and cleaning up after the event.



Time Commitment:

2-3 hours/week

Skills:

Required	Gained
<ul style="list-style-type: none">• Teamwork• Organization• Time Management• Interpersonal Skills (i.e. "People Skills")• Responsibility• Professionalism• Enthusiasm	<ul style="list-style-type: none">• Experience with event planning, logistics and management• Connections within the society• Management• Teamwork• Leadership

Daily Tasks:

- Check and respond to emails as required.
- Promote the event and EngWeek.

Timeline:

- **Hiring:** October
- **Ticket sales and promotion for the event:** December/ January
- **Busy period:** Planning for the event (December) and during EngWeek (January).



Meetings Attended:

Meeting Name	Approximate Length	Frequency
EngWeek Meetings	1 hour	Weekly

Incumbent Will Work With:

Role	Involvement Summary
EngWeek Chair	Work together to plan the event.
EngWeek Marketing Coordinator	Work together to advertise and promote the event.
EngWeek Finances Coordinator	Work together to ensure the event stays on budget.
Other EngWeek Event Planers	Collaborate and provide assistance with other events as needed.
Venue Manager	Book the venue for the event.

Past Incumbents:

Name	Year(s) in Position	Email address
Daniel Griff	2016-2017	15dg32@queensu.ca

If you're interested in *All Ages Coordinator EngWeek*, you may also be interested in...

- Other EngWeek positions, such as Battle of the Bands, Karaoke Night, Curling and Thundersledz.
- EngWeek Chair.
- Director of Events.
- EngVents and Movember Committee positions.
- Orientation Week committees (e.g. FREC Committee, Chief FREC, Orientation Chair, OTIS, Water Team).
- Graphic Design Team