



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

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

Karaoke Coordinator – EngWeek

Events



Karaoke 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 Karaoke night, whereby students and Professors gather at Clark Hall Pub. Karaoke night is an extremely important event in the Queen's Engineering community, as it provides students with the opportunity to be creative, share their musical talents (or lack thereof), and join as a community to have fun singing along to their favourite songs.

Job Description:

This role oversees all logistics behind Karaoke night at Clark Hall Pub during EngWeek. This requires the coordinator to collaborate and work 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 and running an event. It is a very rewarding role as you get to see your hard work come together in a fun, community building event.

Responsibilities:

1. Invite Professors to the event.
2. Promote the event with posters, social media and lecture hall speeches.
3. Organize prizes.
4. Book the venue.
5. Ticket sales.
6. Run the event, which includes set up, collecting tickets, encouraging people to sing, handing out prizes, and cleaning up after the event.
7. Create a transition manual for the next Karaoke coordinator.



Time Commitment:

2-4 hours/week.

Skills:

Required	Gained
<ul style="list-style-type: none">• Teamwork• Leadership• Organization• Time Management• Interpersonal Skills (i.e. "People Skills")• Responsibility• Logistical Skills (i.e. Event Planning, Organization of People)• 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.
- Plan the logistics of the event.
- Communicate with the rest of the EngWeek team.
- Promote the event and EngWeek.

Timeline:

- **Hiring:** October
- **Booking venue and gathering materials:** November
- **Ticket sales and promotion for the event:** December
- **Busy period:** Planning for the event (November/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 remains on budget.
Other EngWeek Event Planers	Collaborate and provide assistance with other events as needed.
Clark Hall Pub Manager	Book the venue for the event.

Past Incumbents:

Name	Year(s) in Position	Email address
Rachel Watts	2014-2015	12rw29@queensu.ca

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

- Other EngWeek positions, such as Battle of the Bands, All Ages, 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).