

an evening with champions

44th Executive board application

application at a glance

due date: **sunday** **march 2nd, 11:59pm**
Submission: Please email your application to info@aneveningwithchampions.org
follow-up: we will send out a doodle poll with interview times on **Monday, march 3rd,** as soon as we finish reviewing the application

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| PictureOlympic and World Champion Yuna Kim at EWC 2011 | **Why join *An Evening with Champions*?*** **Add to the $2.6 million that we have raised for the Jimmy Fund & the Dana-Farber Cancer Institute**
* **Produce a world-renowned professional figure skating exhibition that consistently features the world’s best**
* **Spend your summer in the luxurious accommodations of Eliot House, including bridge housing**
* **Be part of a proud Harvard tradition since 1970**
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## instructions

1. Please read the mission statement of our organization and examine the board position listings on pages 2 and 3.
2. Complete the personal information items and the short response questions on pages 4 and 5.
3. Submit your application by **Sunday, March 2nd, at 11:59pm** by emailing **info@aneveningwithchampions.org**
4. Interview offers will be made by **Monday**, **March 3rd 5pm**, and accompanied by a Doodle Poll.
5. Board position offers will be made by **Sunday, March 9th, 5pm** and you will be given **3 days** to accept
6. Please direct any questions to **info@aneveningwithchampions.org**

## our mission

*An Evening with Champions* is a public charity non-profit committee dedicated to fighting cancer by raising money for The Jimmy Fund, the fundraising arm of Dana-Farber Cancer Institute. Founded at Harvard University in 1970, *An Evening with Champions* presents an annual world-class figure skating exhibition at the Bright Hockey Center in Allston, Massachusetts. The exhibition features national and Olympic figure skaters, and has seen the talents of champions such as Yuna Kim, Michelle Kwan, Evan Lysacek, and more while raising $2.6 million dollars.

*An Evening with Champions* is entirely run by Harvard students, and is motivated to support Dana-Farber Cancer Institute and The Jimmy Fund as they seek new methods of diagnosis, treatment, and prevention of cancer. Though the organization mainly focuses on organizing our annual fall exhibition, members of *An Evening with Champions* also volunteer at The Boston Marathon Jimmy Fund Walk, and work with other Harvard organizations eager to suppor the fight against cancer (e.g., Harvard Relay for Life).

By combining sports entertainment with charity, *An Evening with Champions* looks to maximize our donation each year to The Jimmy Fund, and ultimately, maximize our support for cancer research and patient care.

## board position descriptions

**\*\* level of summer presence required is indicated for each position; check-ins are still required via internet or postal service**

**Corporate Sponsorship Chair (2)**

The Corporate Sponsorship regularly calls and emails companies to seek their support for An Evening with Champions. The Corporate Sponsorship Chair will work with the Merchandise Chair to seek support from as many companies as possible. This requires persistence and organization in terms of following up with companies and their sponsorship deadlines.

**Design Chair (1) – summer presence preferred**

The Design Chair designs the programs and posters that are sold at the show as well as the merchandise. Photoshop or experience with another graphic design program is necessary. You will need to work closely with the other board members to ensure accurate information in the program. Other responsibilities include managing the website and re-designing the logo. Web design experience or competence with website builders like Weebly is preferred.

**Hospitality Chair (2) – summer presence required**

The Entertainment Chair is responsible for entertainment during the weekend of the show, including the Gala Reception, the after-show receptions, and the Grille Party to conclude the weekend. You must solicit food and alcohol donations in the months leading up to the show and arrange pickup/delivery times. If you stay over the summer, you will also be responsible for soliciting donations for Jimmy Fund Liaison.

**Individual Sponsorship Chair (1) – summer presence required**

The Individual Sponsorship Chair is responsible for all coordination and record-keeping of all individual sponsorship requests that we receive. This involves managing and updating the extensive alumni database and sending e-mail confirmation to all sponsors upon receipt of their form. The Individual Sponsorship Chair will work with Sales to coordinate mailings of ticket packages.

**Jimmy Fund Liaison (1)**

The Jimmy Fund Liaison maintains our affiliation with the Jimmy Fund and the Dana-Farber Cancer Institute.  You will organize the kids’ party and skate on the Saturday of the show (including arranging for donations), arrange tours of the Jimmy Fund facility, and encourage Harvard students to participate in other Jimmy Fund events, such as the Boston Marathon Walk.

**Merchandise Chair (2) – summer presence preferred**

The Merchandise Chair is responsible for merchandise sold at the show as well as the Silent Auction. This includes making deals with local sponsors (individual and corporate), keeping track of inventory, and working with the Graphic Design Chair to design and sell EWC apparel.

**Production Chair (2)**

The Production Chair prepares the rink for the performance by setting up the lighting, sound and scaffolding. You and your volunteers also usher guests, provide security, and direct the backstage. You will also be responsible for soliciting television networks during the spring before the show, as well as obtaining all necessary permits.

**Public Relations Chair (2) – summer presence required**

The main responsibility of the Public Relations Chair is getting people to come to the show through local advertisements and on-campus postering. You must build strong relationships between An Evening with Champions and the media and direct the media during the show itself.

**Sales Chair (1)**

The Sales Chair works closely with the Treasurer to sell tickets to the shows. You will have to buy the physical tickets, manage the online ticketing program, assign seats, and work extensively in the weeks prior to the show to increase Harvard students’ interest in An Evening with Champions.

**Sales Chair, Assistant (1)**

The Assistant Sales Chair helps the Sales Chair coordinate assignments of seats to sponsors. In addition, the Assistant Sales Chair will assist with the organization of mailings of the tickets to sponsors and at the show, will help with the will-call.

**Skater Liaison (2)**

The Skater Liaison is our direct contact with the skaters who perform at the show.  You must solicit skaters throughout the year and maintain these contacts, and arrange for their accommodations, transportation and comfort during the weekend of the show.

**Skating with Champions Chair (1)**

The Skating with Champions Chair is responsible for organizing, publicizing and handling all matters related to our fundraising endeavor, Skating with Champions. Skating with Champions invites skaters from skating clubs across the country to raise money for An Evening with Champions. The top prizes include tickets to our show and the opportunity to skate in the show with the rest of the champions. The Skating with Champions Chair is also given freedom to design other fundraising endeavors.

**Treasurer (1) – summer presence preferred**

The Treasurer keeps track of our revenue and expenses, and must be very diligent and precise at all times. You will work closely with all board members and Sales Chair to ensure accurate bookkeeping and to point out places where the organization’s financial standing can be improved.

**Volunteer Coordinator (1) – summer presence preferred**

The Volunteer Coordinator is responsible for recruiting and managing volunteers that are needed by other chairs leading up to the show and for the weekend of the show. You will also reach out to community members for their help in publicizing the show. The volunteer coordinator will work closely with the other board members.

## PERSONAL INFORMATION

* Name -
* Email -
* Class -
* Dorm/House -
* Cell Phone -
* Top 3 Preferred Board Positions -

## short answers

Please limit your response to each question to 1-2 paragraphs.

1. What skills and relevant experience make you a good fit for the EWC Board? We look for self-motivated individuals who can go beyond the job description and strive to complement and support other team members fully.

1. Why did you choose the 3 preferred board positions that you chose? Please be advised that some positions will have returning board members but we will try our best to offer you your most preferred positions.

1. What are your summer plans and commitments? How about commitments in September? Please note that different positions have different requirements for being on campus as indicated above.