



# **The 43rd Annual EVVY Awards Spring Hiring Packet**

**LIVE**

**GALA: APRIL 14<sup>TH</sup>, 2024  
MAJESTIC: MAY 10<sup>TH</sup>, 2024**

Click below to jump to each division's hiring page:

[AESTHETICS](#) | [LOGISTICS](#) | [TECH](#)

**APPLICATIONS DUE FEB 15**

Any questions? Email us at [ep@evvyawards.org](mailto:ep@evvyawards.org)!

Thank you for your interest in applying for a table position for The 43<sup>rd</sup> Annual EVVY Awards! If applying for multiple positions, please send separate emails for each position. Please note that all positions being hired will be working on both The 43<sup>rd</sup> Annual EVVY Awards Cutler Majestic Show and Gala unless otherwise specified. All positions will be responsible for attending weekly Production meetings as well as other required meetings depending on the position. You are responsible for being at the strike of both shows unless otherwise specified. Some positions will have post show duties that extend after the academic year is over. If you have any questions please email [ep@evvyawards.org](mailto:ep@evvyawards.org) or the EP of your desired division!

## **HOW TO APPLY**

Send a resume and a brief explanation of why you want to be involved in EVVY43 to [ep@evvyawards.org](mailto:ep@evvyawards.org) and the EP of the division you are applying for. You may apply for a position you have previously held.

- Include the division and position you are applying for in the subject line  
(ex. Content - Head Writer)
- You may also include additional material that you think could enhance your application (i.e. reels, sketches, scripts, etc)
- After you've submitted, an EP will contact you to schedule an interview.



# GALA ASSOCIATE PRODUCERS

*Works With:* Executive Producers, Advisors, Gala Staff

*Leads:* Gala Specific Teams and Tasks

Gala Associate Producers will work with the Executive Producers to carry out the unified creative and aesthetic vision. They will be responsible for many Gala specific tasks including (but not limited to) check-in, catering, and decor. Gala Associate Producers **must be available for the Gala on Sunday, April 14th and the production weekend leading up to it (April 11th-14th).** **If interested in this position, please send a resume and cover letter to [ep@evvyawards.org](mailto:ep@evvyawards.org).**



# AESTHETICS DIVISION

EXECUTIVE PRODUCER : ESTHER CHILSON

ESTHER@EVVYAWARDS.ORG

## WARDROBE STYLIST

*Works With:* Executive Producer, Director, Stage Manager, Head Writer, Production Manager, Theatrical Production Supervisor

*Leads:* Wardrobe Team

The Wardrobe Stylist is responsible for supervising and designing all wardrobe related activities throughout the year (i.e. events, shoots, and shows). They will hire and supervise a Wardrobe team to aid in buying and styling the wardrobe of all the talent for both shows. The Stylist will collaborate with the rest of the Aesthetics team and incorporate the aesthetic vision into the show. They will work closely with the Stage Manager, Head Writer, Production Manager, Theatrical Production Supervisor, and Director in order to coordinate and assign dressers to specific performers and tasks during the production. They will act as the primary liaison between wardrobe team and stage management. Must attend weekly production staff meetings, design team meetings, and be available full time during Gala and Majestic production week. Please include a portfolio and/or photos with your application email.

**\*\*You may apply to this position as a pair or individual, but note that each applicant will be individually considered.\* Send resume (& option portfolio) to [esther@evvyawards.org](mailto:esther@evvyawards.org).**

## ASSISTANT HAIR & MAKEUP ARTIST(S) Lead Hair & Makeup Artist: Jennie Greco

*Works With:* Lead Hair & Makeup Artist

Aids the Lead H&M Artist with the execution of designs, managing talent, and all other tasks assigned.

**Send resume (& option portfolio) to [hmu@evvyawards.org](mailto:hmu@evvyawards.org) AND [esther@evvyawards.org](mailto:esther@evvyawards.org).**

## ASSISTANT SCENIC DESIGNER(S) Scenic Designer: Lulu Batzorig

*Works With:* Scenic Designer

Aids the Scenic Designer with the creation of the EVVY43 scenic design and all other tasks assigned.

**Send resume (& option portfolio) to [scenic@evvyawards.org](mailto:scenic@evvyawards.org) AND [esther@evvyawards.org](mailto:esther@evvyawards.org).**

## ASSISTANT GRAPHICS DESIGNER(S)

*Works With:* Lead Graphics, Marketing Director

Assist the lead graphics designer with any and all projects. Needs to understand graphic design and work on relatively tight schedules. **Send resume & portfolio to [marketing@evvyawards.org](mailto:marketing@evvyawards.org)**

## SOCIAL MEDIA COORDINATOR(S) Marketing Director: Kiki Tobor, Social Media Coordinator: Claire Norman

*Works With:* EP, Marketing Dir., PR Manager, & Social Media Coordinator

This position will work next to the current Social Media Coordinator. Working closely with the Marketing Team, Social Media Coordinators will work to ensure the integrity of the EVVYs brand is upheld across all social media platforms. They are responsible for posting photos and updates, interacting with followers of The EVVY Awards, upkeep all social media, and working with the Marketing Director to create and execute marketing campaigns.

They may be asked to attend weekly production meetings as needed as well as being present for relevant events. Tasks will vary and are negotiable. **Send resume to [marketing@evvyawards.org](mailto:marketing@evvyawards.org),**

**[socialmedia@evvyawards.org](mailto:socialmedia@evvyawards.org), AND [Esther@evvyawards.org](mailto:Esther@evvyawards.org).**

## **ASSISTANT SOCIAL MEDIA COORDINATOR(S)** Social Media Coordinator: Claire Norman

Works With: Social Media Coordinator(s) and Marketing Director

Aids the Social Media Coordinator and Marketing Dir. with the handling of the EVVYs online presence through posting, creating content, engaging with audiences, and all other tasks assigned. **Send resume to [marketing@evvyawards.org](mailto:marketing@evvyawards.org), [socialmedia@evvyawards.org](mailto:socialmedia@evvyawards.org), AND [Esther@evvyawards.org](mailto:Esther@evvyawards.org).**

## **SOCIAL MEDIA GRAPHIC DESIGNER(S)** Graphic Designer: Nathan Manaker

Works With: EP, Lead Graphic Designer, Marketing Director, Social Media, and the general Marketing Team

The Social Media Graphic Designer (s) will work with the entire Marketing Team for posts and stories. This role is supervised by the Lead Graphic Designer to maintain brand identity but has its own freedom and room for creativity. Great for graphic designers just starting out or students who want to learn more about the EVVYs!

**Send resume and samples to [graphics@evvyawards.org](mailto:graphics@evvyawards.org), [marketing@evvyawards.org](mailto:marketing@evvyawards.org), and [socialmedia@evvyawards.org](mailto:socialmedia@evvyawards.org)**

## **BEHIND-THE-SCENE PHOTOGRAPHER(S)**

Works With: Everyone!

This year, we are hoping to really take advantage of the many incredible photographers that Emerson has to offer! Over the Spring semester, there will be dozens of fittings/rehearsals/filming/studio/projects/shows that we would love to capture. This is completely based on availability and, by applying for this position, you are not promising yourself to any specific events. **Send resume and samples of work to [marketing@evvyawards.org](mailto:marketing@evvyawards.org).**



# LOGISTICS DIVISION

EXECUTIVE PRODUCER: BASIL IACAMPO

BASIL@EVVYAWARDS.ORG

## COORDINATOR + LEADERSHIP POSITIONS

### THE LOGISTICS SUBMISSIONS TEAM

#### JUDGES COORDINATOR

Perhaps our most frequent question: who judges the EVVY submissions? Good question! As the Judges Coordinator, you get to decide just that. This position is responsible for securing our industry professional judges for each EVVY category — except theater. Superb communication skills requested as it is imperative to convey information effectively to myriad judges frequently. Responsibility in following a timeline is a must. This coordinator will also hire a team to assist in this process. **Send resume and cover letter to [basil@evvyawards.org](mailto:basil@evvyawards.org)**

### THE LOGISTICS DAY-OF TEAM

#### CRAFT SERVICES COORDINATOR

Works With: Logistics Executive Producer, Unit Production Manager

The Craft Services Coordinator is responsible for obtaining food and feeding the crew during production week. They must reach out to local businesses to receive donations for snacks and catered meals. **Send resume and cover letter to [basil@evvyawards.org](mailto:basil@evvyawards.org)**

## SUPPORT POSITIONS

### THE LOGISTICS DAY-OF TEAM

#### PRODUCTION ASSISTANTS

Production Assistants are a vital component of maintaining organization behind the scenes at both the EVVYs Gala (April 16) and the Majestic Show (May 10). PAs are required to help in set up and strike of both events and will work closely with different departments to ensure smooth and composed productions. Positions may include working with talent, logistics, tech, helping general crew, crafty, etc. PAs must be able to multitask, remain organized at all times and are willing to be flexible in being placed in whichever positions need to be fulfilled. **Send resume and cover letter to Blake Berggren at [upm@evvyawards.org](mailto:upm@evvyawards.org).**



# TECH DIVISION

EXECUTIVE PRODUCER : BEN CLARKE

BENJAMIN@EVVYAWARDS.ORG

## PRODUCTION SUPERVISOR

Works With: Executive Producer, Script Supervisor, Diana Barton

The Production Supervisor's primary responsibility is to communicate with the necessary departments to ensure that all information is accurate on the rundown. They must communicate with the director and EP to understand each crucial piece of the show. They must also know the timing of all items including but not limited to: packages, performances, host bits, award segments, and presenter intros. They will take in-timecode notes during the live show. They must have meticulous attention to detail and be able to understand the logistics of live television. Must attend weekly production staff meetings and be available full time during Gala and Majestic production week. **Send resume to [benjamin@evvyawards.org](mailto:benjamin@evvyawards.org).**

## SCRIPT SUPERVISOR

Works With: Content & Tech Executive Producers, Production Supervisor, Diana Barton

The Script Supervisor is responsible for creating and formatting the broadcast script for the show. They also accurately maintain the script based on any changes made by the Director, Executive Producers, the Production Supervisor or the writing team. They should also be in all rehearsals with hosts to assist the head writers in overseeing script changes and development and ensuring they are transferred to the Production Supervisor. They must have meticulous attention to detail and be able to understand the logistics of live television. Must attend weekly production staff meetings and be available full time during Gala and Majestic production week. **Send resume to [benjamin@evvyawards.org](mailto:benjamin@evvyawards.org).**

## CAMERAS:

The Camera Team is responsible for manning and maintaining the cameras at both the Gala and the Majestic, making a professional and fun experience for those who view our show online. They will work closely with the Tech Managers in order to help set up the needed equipment at the respective Tech Weeks of our shows. The following positions are available within the EVVY43 Camera Team:

**(1) JIB OPERATOR (NEEDS TO BE JIB CERTIFIED)**

**(1) JIB OPERATOR ASST. (NEEDS TO BE JIB CERTIFIED)**

**(4) PEDESTAL CAM OPS**

**(4) HANDHELD CAM OPS**

**(8) CAMERA UTILITIES**

**Send resume to [benjamin@evvyawards.org](mailto:benjamin@evvyawards.org).**

## **CONTROL ROOM:**

The Control Room is responsible for maintaining the live broadcast of the EVVY Awards, working very closely with the Broadcast Director in order to make a magical viewing experience for those who are not in attendance at both the Gala and Majestic show. The following positions are available within the EVVY43 Control Room Team:

**ASSOCIATE BROADCAST DIRECTOR**

**BROADCAST DIRECTOR'S ASSISTANT**

**TECHNICAL DIRECTOR**

**TELEPROMPTER**

**SCREEN DIRECTOR**

**CHYRON**

**SHADING AND RECORDIST**

**PLAYBACK OPERATOR (2)**

Send resume to [benjamin@evvyaawards.org](mailto:benjamin@evvyaawards.org) AND [director@evvyawards.org](mailto:director@evvyawards.org)

## **AUDIO TEAM:**

**ASSISTANT AUDIO MANAGER:** Assist the Audio Manager with any aspect of preparation for the Gala and Majestic Awards show. This includes but is not limited to equipment planning and ordering, scheduling meetings, communication with the audio team and other departments, and ability to attend and support all positions at rehearsals and shows.

**STUDIO SOUND RECORDIST:** Responsible for the technical sound design of pre-recorded clips. This includes but is not limited to setting up microphones, mixing for pre-recorded footage, and fixing sound related issues during recording.

**FRONT OF HOUSE MIX ENGINEER/A1:** Responsible for the technical sound design of the show as well as live mixing for the show.

**A2:** Assists the FOH Mix Engineer with set up and the technical aspects of the show.

**BROADCAST MIX ENGINEER:** Responsible for mixing the recorded sound of the show that is sent to broadcast.

**MIX ENGINEER:** Responsible for the technical sound design of the show as well as live mixing for the show.



**PRODUCTION SOUND ENGINEER:** Responsible for the technical sound design of the show, focusing on equipment set up and take down, as well as running sound effects and fixing sound related issues during the show.

**If interested in any audio position, send resume to [audio@evvyawards.org](mailto:audio@evvyawards.org) AND [benjamin@evvyawards.org](mailto:benjamin@evvyawards.org)**