



# **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:

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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.



# AESTHETICS DIVISION

EXECUTIVE PRODUCER : ESTHER CHILSON

ESTHER@EVVYAWARDS.ORG

## **ASSISTANT WARDROBE STYLIST** Lead Wardrobe Stylist: Karen Torento

*Works With:* Wardrobe Stylist & Executive Producer

Aids the Wardrobe Stylist with the design process, sourcing, fittings, and all other tasks assigned. **Send resume (& optional portfolio) to [wardrobe@evvyawards.org](mailto:wardrobe@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 (& optional 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 (& optional 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) AND [graphics@evvyawards.org](mailto:graphics@evvyawards.org)**

## **ASSISTANT SOCIAL MEDIA COORDINATOR(S)**

*Social Media Coordinators:* Claire Norman, Lucia Johnson

*Works With:* Social Media Coordinators 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) 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 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 14) 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).**



# CONTENT DIVISION

EXECUTIVE PRODUCER : FALLON HELEN

FALLON@EVVYAWARDS.ORG

## POST PRODUCTION SUPERVISOR

Works With: Executive Producers, Lead Graphics Designer, Video Producer, Video Director

Leads: Post Team

The Post Production Supervisor is responsible for hiring, managing, and training a team of editors, ensuring the timely editing of video segments for the final show as well as promos and marketing segments throughout the year. In addition to segments, Post is also responsible for any live edit needed during the broadcast of the show. The Post Supervisor will work closely with the Lead Graphics Designer to communicate where and when graphics are needed within post production. The Post Supervisor should have proficient knowledge of Avid Media Composer and Adobe Premiere, as they will be responsible for teaching new team members how to use these programs. Some experience with After Effects is helpful but not required. Must attend weekly production staff meetings and be available full time during production week. Responsible for all other duties as assigned. Must attend weekly production staff meetings and be available full time during Majestic production week. If interested please provide a resume and reel material.

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

## STUDENT AWARD OF DISTINCTION PACKAGE PRODUCER

The Student Award of Distinction Producer is responsible for facilitating the selection of the award recipient and putting together a package celebrating the chosen student. This includes putting together a committee of student peers and faculty members from all around the school to determine who is the best recipient for the award. They must also curate a package filled with testimonials from past collaborators and peers and a retrospective of the student's best work. **Send resume and reel/video samples to [fallon@evvyawards.org](mailto:fallon@evvyawards.org)**

## ALUMNI AWARD OF DISTINCTION PACKAGE PRODUCER

The Alumni Award of Distinction Producer is responsible for researching and reaching out to a particularly distinguished alumnus as well as creating a package celebrating their career. This includes researching alumni and their body of work, being their point of communication with the EVVYs, contacting past collaborators for testimonials, and putting together a retrospective celebrating the chosen recipient. They will work closely with the Alumni Outreach Coordinator, Video Producer, and the Post Production Supervisors to put together the package.

**Send resume and reel/video samples to [fallon@evvyawards.org](mailto:fallon@evvyawards.org)**

## IN MEMORIAM PACKAGE PRODUCER

The In Memoriam Package Producer is responsible for compiling a list of all members in the Emerson community that have passed on in the last year. They will work closely with the Post Production Supervisor to complete the important job of honoring those that we have lost, as well as communicating with Alumni Outreach.

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

## EDITING TEAM/EDITORS

Lead by: Post Production Supervisor

Editors on the EVVY Awards work on promotional video packages, show video packages nominee and winner reels, and anything else that has post production needs. Due to the variety of tasks, many skills are helpful - color correction, sound design, proficiency in After Effects, etc. Anyone looking gaining more post production experience is encouraged to apply! **Send resume and any samples to [post@evvyawards.org](mailto:post@evvyawards.org)**