

## College Royal Executive Position Descriptions (2023/2024)

(\*) – Low Commitment Position

(\*\*) – Medium Commitment Position

(\*\*\*) – High Commitment Position

(A) – Appointed Position

### LIVESTOCK EVENTS EXECUTIVE POSITIONS

#### **Beef Show Director\*\*\***

Utilize your knowledge of beef cattle to put together a great show for participants! You will need to locate a beef farm to donate 6-8 beef animals for three weeks up to the show day as well as hire a judge for the show. Organizing groups to work with the beef heifers and working with the beef heifers will be a full-time job for the three weeks prior to open house weekend!

#### **CIJC Chair\*\*\* (A)**

Responsible for running the Canadian Intercollegiate Judging competition smoothly and efficiently. This task will include finding judges, classes, as well as organizing and contacting teams from other Canadian Universities. They are responsible for contacting businesses for sponsorship and organizing the awards banquet.

#### **CIJC Assistant\*\* (2)**

Have you ever been to a judging competition? Or been in 4-H and judged a class of livestock, field crops, or home crafts? If so, you'll be a keener in this position! Over the day you will be helping with keeping the two judging areas (Peter Clark Hall and Clinical Skills) in order as students from as far as Alberta to Nova Scotia judge the classes. After judging and oral reasons are completed there will be a banquet that you and the team will ensure runs smoothly by handing out awards to the top individuals.

#### **Clipping Competition Director\*\***

They call it the art of the cattle world. This fitting competition allows students to clip a dairy or beef heifer to win the title of Top UofG Livestock Clipper! This will take place on the Tuesday of the first week of College Royal. You will be in charge of organizing the logistics of this event.

#### **College Classic Chair\*\*\* (A)**

The College Classic dairy cattle sale is back this year after several years. The College Classic Chair is responsible for planning this event and working very closely with directors and their assistants to organize and execute all aspects from marketing to logistics for this sale.

#### **College Classic Operations Director\*\***

Work closely with the College Classic Chair to organize and look after the logistics of the sale. This would include venue, food, sale staff, cattle, and sale day prep.

#### **College Classic Operations Assistant\*\***

Work closely with the College Classic Chair and Operations Director to organize and look after the logistics of the sale. This would include venue, food, sale staff, cattle, and sale day prep.

### **College Classic Marketing Director\*\***

Work closely with the College Classic Director to advertise sale. Responsibility would include running social media pages to advertise not only the sale but the cattle that are selling. As well as working with the team to create a sale catalog and market the cattle through videos and photos on social media

### **College Classic Marketing Assistant\*\***

Work closely with the College Classic Chair and Marketing Director to advertise sale. Responsibility would include running social media pages to advertise not only the sale but the cattle that are selling. As well as working with the team to create a sale catalog and market the cattle through videos and photos on social media

### **Dairy Show Director\*\***

Utilize your knowledge of dairy cattle to put together a great show for participants! You will need to locate a dairy farm to donate 6-8 dairy animals for three weeks up to the show day as well as hire a judge for the show. Organizing groups to work with the dairy heifers and working with the dairy heifers will be a full-time job for the three weeks prior to open house weekend!

### **Horse Show Director\*\***

Utilize your knowledge of horses to put together a great show for participants! Organizing groups to work with the horses will be a full-time job for the three weeks prior to open house weekend! This is a large position so make sure you are available lots during the second semester of the school year.

### **Livestock Assistant Director\*\***

Passionate for College Royal and the livestock events that occur during the 12 days? Responsibilities of Livestock Assistant Director would include assisting VP of Livestock events and all livestock events directors leading up to and during College Royal Livestock Events.

### **Mystery Animal Show Director\*\***

Get creative with livestock and be the one to choose our mystery animal for the livestock show! These animals will be used to show for the "Supreme Showman"- no participants are allowed to know what this animal will be!

### **Old MacDonald's New Farm Director\*\*\***

As you walk through the barns you will notice a great display of sponsor boards, information, and animals. Your job is to organize and oversee all of these aspects. You will work with a team of two other people to make sure Old Mac's is ready to go! As well, you will have to work with the livestock show director to ensure that animals that are shared between the two events are where they need to be for open house weekend. You are also in charge of making sure that the barns are cleaned up to Health Unit standards throughout Open House weekend.

### **Old Mac's Animals Assistant\***

The Animal assistant will work with the director to organize all the animals coming into the barn, and their care for the weekend.

### **Old Mac's Displays Assistant\***

In this position you will be in charge of finding all of the displays that are set up in the dairy barn for Old Mac's. You will also be organizing all the OAC clubs that will be participating.

**Sheep Show Director\*\***

Utilize your knowledge of sheep to put together a great show for participants! Organizing groups to work with the sheep will be a full-time job for the three weeks prior to open house weekend! This is a large position so make sure you are available lots during the second semester of the school year.

**Livestock General Member\* (2+)**

Assist the livestock team where needed and assist over the 12 Days of College Royal in various tasks.

**EVENTS EXECUTIVE POSITIONS**

**Arts Director\*\*\***

Responsible for putting on the Open House Weekend art show! This includes advertising, organizing, and displaying entries.

**Arts Assistant\*\***

Supports the Arts Director in all ways, ensuring things run smoothly Open House Weekend!

**Bubble Soccer Director\***

Responsible for organizing and running Bubble Soccer at College Royal. Works closely with the Athletic Centre.

**Cat Show Director\*\***

Share your love of cats to organize and plan the Cat Show happening on Open House weekend. Work closely with the Cat Show Assistant to choose classes, find judges, and celebrate cats!

**Cat Show Assistant\***

Works closely with the Cat Show Director to organize and plan the Cat Show!

**Dog Show Director\*\*\* (A)**

Display your affinity for canines of all kinds and be overall responsible for all planning and execution of the Dog Show happening on Open House Weekend. Oversees and organizes the assistants and participants.

**Dog Training Assistant\*\* (2)**

Be super helpful and kind while sharing your love of dogs with all, to help the dog show director. Organize and run the training sessions *before* open house weekend.

**Dog Show Day Assistant\*\* (2)**

Be flexible and caring for dogs and logistics DAY of as you assist the dog show director on Sunday of Open House weekend.

**Events Assistant Director\*\***

Enthusiastic about College Royal and event planning! Assists the VP of Events and all Event Directors leading up to and during all CR events.

**Flower Arranging Director\***

Display creativity and organizational skills to plan Friday's Flower Arranging Competition. The beautiful bouquets will be judged and used as centre pieces for Appreciation Dinner!

**Ball Coordinator\*\*\* (A)**

The head coordinator for the College Royal Ball. Responsible for planning the event and leading the ball team to organize and execute advertising, accommodations, decorations, bookings and entertainment. Acts as the liaison between the ball team, officer team and university personnel.

**Ball Advertising Director\*\***

Responsible for all advertising within the university and throughout the city of Guelph regarding the College Royal Ball! Includes creating posters, in class announcements, social media posts and other forms of advertisement. Will be required to help the day and night of the Ball

**Ball Advertising Assistant\***

Works closely with the Ball Coordinator and the Ball Advertising Director to support the team and advertise for the College Royal Ball. Acts as support for the director and will be required to help the day and night of the Ball

**Ball Logistics Director\*\***

Works closely with the Ball Coordinator and the UC to arrange music, food, vendors, spaces, and all other logistics regarding the College Royal Ball. Will be required to help the day and night of the Ball

**Ball Logistics Assistant\***

Works closely with the Ball Coordinator, the UC, and the logistics director to support the team and ensure a safe and smoothly run College Royal Ball. Will be required to help the day and night of the Ball

**Ball Decorating Director\*\***

Responsible for design and acquisition of decorations for all things College Royal Ball. Works closely with ball coordinator and assistants to decorate several venues in the UC. Will be required to help the day and night of the Ball

**Ball Decorating Assistant\* (2)**

The biggest supports to the Ball Coordinator and Ball Decorating Director, helping with design and acquisition of decorations. Will be required to help the day and night of the Ball

**Hockey Night Director\*\*\***

Get excited about OAC hockey! Use this enthusiasm to organize the greatest hockey rivalry and invite the boys from Ridgetown out to an OAC showcase hockey game.

**Kids Carnival Director\*\*\***

Share your passion for young kids while organizing and planning a full-filled day for young families visiting College Royal on Open House Weekend.

**Kids Carnival Assistant\* (2)**

Get excited about a fun Open House Weekend, support the Kids Carnival Director and be present all Open House weekend to run the fun and games!

**Lecture Series Director\*\***

Work closely with graduate students and other professors who are keen to share research! Express your organization skills and display the academic magnitude of the University of Guelph to prospective students.

**Junior Tractor Rodeo Director\*\***

Instill the love for equipment at a young age!! Organize getting pedal tractors out to Reynolds Walk on Open House weekend and be there with young families while children play recreationally and in races!

**Junior Tractor Rodeo Assistant\* (2)**

Be fun-loving and excited about families attending Open House Weekend, support the Director and be at the site on Reynolds Walk both days of Open House weekend.

**Outdoor Games Director\*\***

Show off your strength and organizational skills as you organize and run the Tug of War and Logging Competitions on Open House Sunday.

**Pancake Flip Director\*\***

Organize one of the tastiest events of Open House weekend! Ensure students are organized into teams and work closely with Hospitality Services to make sure all equipment is ready on Open House Saturday morning!

**Pancake Flip Assistant\***

Work closely with the Director to ensure a successful and syrup filled competition!

**Seeds and Forages Director\***

Show off your love for all things crop sci as you organize, advertise and recruit judges for competitions of the finest seeds and forage crops harvested in the previous fall. Displayed in Crop Science Building.

**Square Dance Competition Director\*\*\***

Get excited for one of the most exciting and most attended events of all of College Royal! Organize teams, recruit judges and live music as well transform the Mitchell Gym into the best dance floor UoG has ever seen.

**Square Dance Competition Assistant\*\***

Support the Square Dance Director in all ways, including advertising, logistics, recruitment, set up, tear down and day of support!

**Super Thursday Director\*\***

The only time you're encouraged to make a mess on campus! Plan and facilitate food related games and competitions on Thursday before Open House weekend!!!

**Super Thursday Assistant\* (5)**

Help with the organization of the Super Thursday event, including running an individual game and watching students compete in crazy food games!

**Events General Member\* (2+)**

Be the most flexible and easy-going people to help with whatever events need extra hands!

**OPEN HOUSE EXECUTIVE POSITIONS**

**Open House Equipment Director\*\*\***

Responsible for organizing tables, chairs, staging and AV equipment. This includes determining how many of each will be needed, where they should be sent and helping with AV set up.

**Open House Equipment Assistant\*\***

Assist the Open House Equipment Director in the organization and staging of tables, chairs, and AV equipment.

**Signs and Tourism Director\***

Entails making sure we have all needed signs and setting out the signs for Open House weekend.

**DONATIONS EXECUTIVE POSITIONS**

**Donations Assistant Director\*\***

Responsible for helping contact donors, and anywhere needed with trophies, ribbons, and prizes and awards.

**Ribbons Director\***

Take inventory on ribbons for all events and order ribbons. Organize ribbons for each event and ensure they make it to the events.

**Trophy Director\*\***

Responsible for organizing all College Royal trophies and making sure they are cleaned and nothing broken, tracking all names of winners, sending trophies to an engraver, and placing the trophies back in the cabinets.

## **PUBLIC RELATIONS EXECUTIVE POSITIONS**

### **Advertising Director\*\*\* (A)**

Responsible for advertising College Royal to the public through radio, print, digital and other formats.

### **Booklet Design Director\*\***

Responsible for collecting the information that will go into the College Royal booklet and connecting with a hired designer to decide on this year's booklet format.

### **Communications Director\*\*\* (A)**

Responsible for engaging with the public and promoting College Royal online. Manages the general inquiries email, all College Royal social media accounts, and the College Royal website.

### **History of College Royal Director\*\*\* (A)**

Source information, pictures, and media from previous years of College Royal to prepare for the History of College Royal Museum that will be held for the 100<sup>th</sup> year of College Royal.

### **History of College Royal Book Director\*\*\* (A)**

Responsible for creating the College Royal 100<sup>th</sup> anniversary book. Source and compile information, pictures, and stories that will go into the book as well as the graphic design duties to create the book.

### **History of College Royal Assistant\* (2)**

Assist the History of College Royal team with sourcing information to display in the museum and in the 100<sup>th</sup> year history book. Assist with the History of College Royal museum over Open House Weekend.

### **Photographer\* (6+)**

Experience every aspect of College Royal by capturing pictures of all our great events and exhibits. Must own your own camera.

### **Public Relations Assistant Director\*\***

Help the Public Relations team in advertising and outreach for College Royal. Additionally responsible for organizing the Santa Claus Parade and the College Royal Information Booth.

### **Public Relations General Member\* (2)**

Assist the PR team in College Royal promotion and assist with various tasks over the two weeks of College Royal.

## **VICE PRESIDENT EXECUTIVE POSITIONS**

### **Ambassador\***

Act as the face of College Royal. Engaging with the public through interviews and during College Royal events.

