



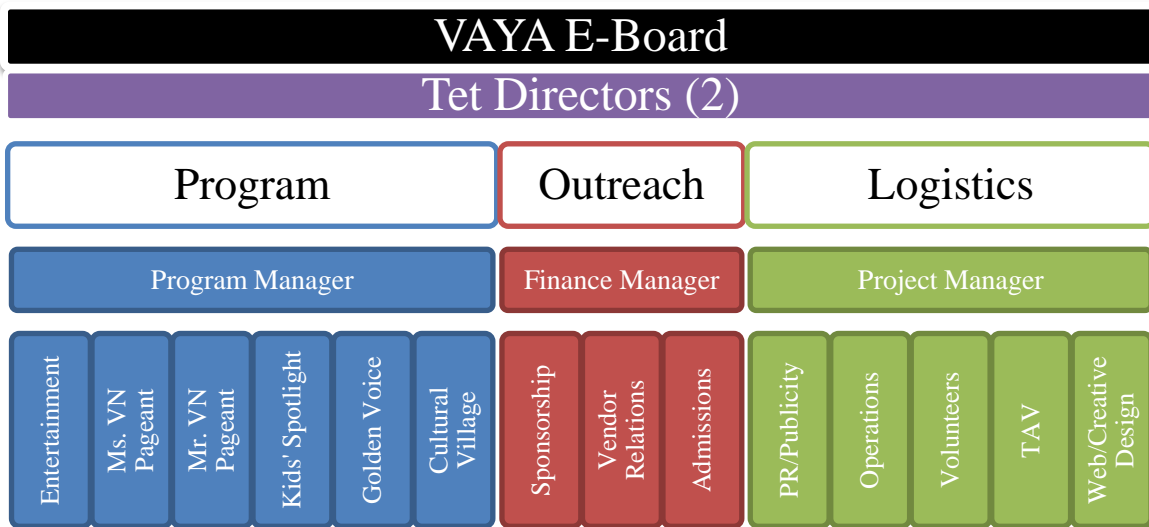
VAYA TET Position Application 2011

General Responsibilities

- Plan events and projects that further the organization's mission and purpose.
- Abide by the organization's policies and procedures
- Present to the VAYA Staff all communications addressed to him/her as an officer of VAYA
- Attend Staff Meetings regularly and on time to update other staff members on his/her progress
- Maintain good communication with Executive Board and other staff members.

Condition for Candidacy

- Candidate must accept the term of one (1) year working as VAYA Staff if appointed.
- Candidate must attend the biweekly/weekly VAYA & TET General Body Meeting.
- Prior experience is recommended for Manager and above.



Duty Descriptions

Tet Directors (2)

- Act as the Executive Chair to ensure the success of all aspects of the VAYA Tet Festival.
- Suggest a VISION for the Festival and a S.M.A.R.T. PLAN for its execution. The PLAN must include CULTURAL, FINANCIAL, and COMMUNITY considerations. Appoint appropriate committee chairs and staff (subject to E-Board's approval).
- Uphold VAYA's Tet's image as a Youth-Empowered Community Development Special Event. Maintain and Enhance VAYA's relations with governmental agencies and community organizations to ensure future cooperation and support. Maintain a Standard of Quality and Professionalism of the Staff, and, if necessary, provide training to raise staff skill levels to acceptable standards. Identify, empower, and mentor potential future Tet-chair(s) in order to secure a strong Legacy of Leadership.

Finance Manager

- Responsible for preparing financial reports and balancing committee budgets.
- Overseeing all income and expenses for the festival.
- Supervising Tet Outreach program.

Program Manager

- Responsible for all programming during the festival.
- Working with all committees to produce an interactive and entertaining experience for festival goers.
- Overseeing the Tet Entertainment program.

Project Manager

- Responsible for keeping all committees on task.
- Working with each committee chairs to establish a deadline timetable and ensure that all deadlines are met.
- Supervising the Logistics segment of Tet.



Vietnamese American Youth Alliance (VAYA)

Liên Hội Tuổi Trẻ Việt Nam San Diego

P.O. Box 5757, San Diego, CA 92165

Phone (619) 940-4TET(838) Fax (858) 863-4123

Web: www.vayasd.org / www.sdet.com info@vayasd.org

Admissions

- Responsible for executing the ticket design as well as implementing ticketing sale strategies. Managing ticket booth and ticket gate during the festival, online ticket sales, and pre-sales. Making arrangements with the Finance Manager for any cash handling.

Cultural Village

- Responsible for organizing the Cultural Village of the festival.
- Collaborating ideas with other organizations to build structures, props and scenes representative of Vietnamese culture as well as integrating cultural activities to promote and preserve the Vietnamese cultural heritage
- Developing and organizing Cultural Village programs and entertainment.

Entertainment

- Responsible for coordinating the schedule of events during the festival for the main stage, recruiting and booking all performers, stage managers, and M.Cs.

Golden Voice/Vietnamese's Got Talent

- Responsible for planning and executing the contest; developing and implementing a voting system.
- Recruiting contestants, selecting judges and prizes.

Kid's Spotlight

- Responsible for planning and executing the contest.
- Recruiting contestants, selecting judges and prizes.
- Obtain parental consent.

Mr. VN Pageant

- Responsible for planning and executing the 2nd Annual Mr. Vietnam of San Diego.
- Coordinating all aspects of the pageant including but not limited to: recruiting contestants, communicating with contestants, preparing contestants, scheduling promotional events, arranging practices, selecting judges, ordering props and prizes, and developing and implementing a voting system.

Ms. VN Pageant

- Responsible for planning and executing Miss Vietnam San Diego 2011;
- Coordinating all aspects of the pageant including but not limited to: recruiting contestants, communicating with contestants, preparing contestants, scheduling promotional events, arranging practices, selecting judges, ordering props and prizes, and developing and implementing a voting system.

Operations

Responsible for planning and arranging the Festival site infrastructure, set-up and operations of stages, tents, electricity, tables and chairs, portable toilets, waste containers; securing governmental permits and approvals, purchasing supplies and equipments needed on Festival ground, overseeing Traffic, Security, working with other committees with their operational needs.

PR/Publicity

Responsible for building relationships between VAYA and the community in an effort to increase awareness of TET's mission and to increase patronage; serving as the main contact to other community organizations and elected officials; be responsible for composing and distributing all press releases.

Sponsorship

Responsible for establishing a sponsorship program for VAYA TET 2011; defining the levels of sponsorship associated with the amount of donations; and developing, approaching, and getting new sponsors, as well as sustaining support from existing sponsors.

Technical Audio Visual (TAV)

Responsible for overseeing members who will perform TAV activities; identifying and selecting vendor(s) who will provide the A/V equipments, as well scheduling for labor and A/V equipment use pre, during and post festival days; managing budget for A/V equipments; arranging for transportation and setup of equipments to and from venues.

Vendor Relations

Responsible for securing a determinate number of vendors; providing information to vendors and making sure their needs are met; verify that all vendor applications are complete per guidelines set by the County; assist vendors in obtaining the necessary permits; arranging training to ensure public safety; oversee all booths at the festival.

Volunteer

Responsible for recruiting volunteers through outreach; communicating and optimally utilizing all volunteers before, during and after the Festival; organizing volunteer orientation programs to train and prepare volunteers for the Festival; serving as the main contact to all committees to provide volunteers during the Festival; scheduling volunteer shifts as requested by the other TET committees, organizing a trash cleanup crew.

Webmaster/Creative Design

The Webmaster/Creative Design team is responsible for maintaining the VAYA TET Web page by keeping an up-to-date listing of all events and activities; working with the Publicity Chair to promote awareness about events and activities; managing the overall "look-and-feel" of various printed materials to reflect the upcoming VAYA Tet Theme. These printed materials will include, but NOT limited to: the Festival Program Booklet, official VAYA Tet Calendar, various flyers, promotional materials, etc.



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Declaration of Candidacy

Full Name: _____

Position Running: _____ Main Role _____ Supporting Role _____

Address: _____ Phone: _____

_____ Email: _____

How many years have you been a VAYA/Tet member? Which VAYA/Tet events had you participated and taken leadership position? Which staff/executive positions had you held in VAYA/Tet?

Describe your VISION for this year's Tet festival and how you plan to achieve it.

What are your FINANCIAL GOALS for this year's Tet festival and how you plan to achieve them?

What are your CULTURAL OBJECTIVES for this year's Tet festival and how you plan to achieve them?

What other committees do you have interest in beside this one? Do you have any other goals and objectives for this year's festival?

I hereby declare my candidacy for _____ as a member of VAYA 2010-2011 staff. I have read and understand my responsibility listed above and agree to accept VAYA's bylaws, term and condition once selected to be a member of the organization.

Candidate's Signature: _____

Date: _____
