Student Committee job descriptions

All job responsibilities are subject to adjustment after discussion with the successful candidate.

## Student President

The Student President represents the student voice within CUMS, ensuring student input in CUMS strategic and tactical thinking. The President works alongside a professional team of staff, trustees, advisers and other students to ensure to the smooth running of the organisation. In addition to this, the Student President is the external face of CUMS, promoting music making in Cambridge to a wider audience. Responsibilities of the Student President include:

* Chairing the Management Committee
* Chairing the Programming Committee
* Sitting in on Board of Trustees meetings
* Running ensemble organisation – liaising with ensemble presidents and conductors to ensure each event is well planned, helping when difficult situations arise; helping ensembles get the best out of CUMS and encouraging communication within the student body
* Fundraising
* Seeking and processing feedback from the CUMS ensembles and other members
* Ensuring the responsibilities of the Student Committee are fulfilled

Being CUMS Student President is an immensely rewarding experience; the successful candidate will gain experience of a management role in one of the largest societies in Cambridge while ensuring that our music-making and student experience is as excellent as possible.

## Publicity Officer

An exciting and varied position for someone keen on social media. Will take a leading role in the management of CUMS social media, including Facebook and Twitter, and will have close ties with the Cambridge media to help promote CUMS and reach new audiences. As such, a working understanding of how social media can be used for publicity is essential and ideal applicants would be personable and prompt with communication. This is an extremely enjoyable role with lots of creative freedom which allows the successful applicant to gain insight into the world of modern publicity.

## Social Secretary

The ideally affable and organised CUMS Student Social Secretary would support Ensemble Presidents with their after parties but would also facilitate the organisation of CUMS-wide social events, such as the CUMS Christmas Dinner. The organisation of these larger social events could be organised solely by the Social Secretaries, or supported by the rest of the Student Committee. Applicants for these roles must be passionate about the community feel of CUMS and will aim to make CUMS more sociable outside of rehearsals and improve the social interaction between ensembles. This will require commitment and imagination but, most importantly, a love for fun!

## Archiving Officer

A more relaxed, but still crucial, position in the CUMS Student Committee. The Student Archiving Officer would be dedicated to chronicling the activities of CUMS and our players, digitally and physically. Responsibilities include taking minutes at meetings and ensuring the CUMS database and physical archive is organised and up to date. The Archiving Officer would also be involved in keeping the CUMS website up to date in conjunction with the CUMS webmaster. This more relaxed Committee position is essential for the smooth running of the Student Committee and offers the opportunity to be part of the inner workings of a large arts organisation.

## Orchestral Fixer

Fixing is an essential part of managing any ensemble. The CUMS Student Orchestral Fixer would predominantly work with CUO and CUS to ensure our ensembles always perform at their best. Applicants for this role would ideally be active members of the CUMS student body and would have good connections with players from multiple ensembles to ensure their responsibilities are fulfilled quickly and with ease. This responsibility is crucial to the success of concerts and the rehearsal process, and applicants are sure to find this key, problem-solving responsibility greatly rewarding.

## Student Treasurer

An ideal position for someone who wishes to experience finance management in a large scale organisation with full professional support. The CUMS Student Treasurer would liaise with CUMS Ensemble Presidents to create and finalise budgets and would also work with the Student Social Secretaries to facilitate the finances of large scale social events. As a role involving long-term financial planning, this exciting opportunity will allow the successful applicant to develop key work skills greatly valued in any financial management position.

## Alumni Officer

A new role in the CUMS Student Committee! The CUMS Alumni Officer would be in charge of keeping our alumni up to date with a quarterly e-newsletter and would offer assistance to the organisers of the already-established CUMS ‘Come and Sing’ event, as well as being responsible for the update of the CUMS alumni register (once a year). Since this is a new role, we would be delighted to hear your ideas on how to stay better connected with alumni! This more relaxed position is an extremely exciting opportunity for a creative and organised individual to shape the direction of CUMS alumni relations for years to come.