# Culturals

## **Super Coordinators**

### **Job Description:**

Super Coordinators are essential leaders responsible for overseeing and managing multiple aspects of the culturals department. They work closely with department heads to ensure the department's overall success.

* Collaborate with department heads to ensure efficient planning and execution of various festival activities.
* Assist in resolving interdepartmental conflicts and challenges.
* Serve as a point of contact for both the coordinators and department heads.
* Manage and update the master festival schedule to avoid scheduling conflicts and ensure smooth transitions between different festival components.
* Maintain open lines of communication between all teams.
* Ensure all teams are working together harmoniously to meet deadlines and maintain quality standards.

### **Expectations from the Candidate:**

* Strong organizational and leadership skills.
* Excellent communication skills and a collaborative mindset.
* In-depth understanding of the festival's overall goals and objectives.
* Availability for regular meetings as needed throughout the year.
* Flexibility to work in various roles as assigned by Department Heads.

### **Availability:**

* Online availability throughout the year.
* Offline availability for on-campus meetings one month prior to the fest.

## **Coordinators**

### **Job Description:**

Coordinators play a crucial role in their respective departments and are responsible for the successful execution of specific festival activities under the guidance of their super coordinators.

* Collaborate closely with supper coordinators to plan and organize events within the department.
* Ensure event budgets are adhered to and expenses are tracked effectively.
* Liaise with the department head to address any challenges or issues that arise during the planning and execution phases.
* Assist in maintaining high-quality standards in the events organized within their department.
* Work with Volunteers to ensure the smooth operation of the events.

### **Expectations from the Candidate:**

* A strong passion for their department's focus area.
* Good communication skills and the ability to work well within a team.
* A willingness to collaborate and adapt to changing circumstances.
* Flexibility to work in various roles as assigned by Department Heads.
* Availability for department-specific meetings and discussions.

### **Availability:**

* Online availability throughout the year.
* Offline availability for on-campus meetings one month prior to the fest.

### **Volunteers**

### **Job Description:**

Volunteers are the backbone of the festival and are responsible for assisting Coordinators and Super Coordinators in various tasks.

* Support Coordinators in the execution of multiple events in their department.
* Assist in setting up and dismantling event venues and stages.
* Provide on-ground support during performances and events.
* Help with crowd management, and ensuring a positive experience for attendees.
* Flexibility to work in various roles as assigned by Department Heads.
* Be willing to adapt and take on different roles as needed during the festival.

### **Expectations from the Candidate:**

* Enthusiasm for the fest and a willingness to contribute to its success.
* Team player with a positive attitude and good communication skills.
* Flexibility to work in various roles as assigned by Department Heads.

### **Availability:**

* Online availability for coordination and training sessions throughout the year.
* Offline availability for on-campus meetings one month prior to the fest.