Indiana University Outdoor Adventures (IUOA)
Banff Mountain Film Festival Practicum - Spring 2014

IU Outdoor Adventures (IUOA) offers hundreds of trips a year in three tiers of programming: School of Public Health academic trips, adventure trips, and custom experiences. IUOA invites one practicum student to assist in the coordination of its largest annual event, the Banff Mountain Film Festival World Tour. Advisors are considered staff and expected to commit an average of 10 hours per week, plus the event, during the spring semester to IUOA.

Practicum Job Description:
The advisor will be expected to assist IUOA staff in all phases of the Banff Mountain Film Festival World Tour. The festival is a collection of outdoor films highlighting experiences and challenges by some of the world’s top adventurers. It takes places at the Buskirk Chumley Theater and had over 500 people in attendance last year. Responsibilities include assisting staff and volunteers to ensure proper and successful execution of the festival. The advisor will directly advise a motivated group of IU students in the production of the annual Banff Mountain Film Festival. Securing sponsorship and maintaining clear communication with sponsors will also be a key component of this position. The advisor will also serve as the main liaison between IUOA and the Banff Centre. This position assists the Assistant Coordinator of Operations, the Outreach Coordinator, other IUOA staff, and the event committee in preparing, marketing, delivering, and evaluating this IUOA event. The advisor will be exposed to the Indiana Memorial Union and IUOA structure, gain experience working with an event planning committee (member recruitment, task delegation, marketing & promotion, ticket sales, volunteer coordination, etc.), participate in weekly planning meetings, and play a key role in the logistics of organizing this two day event.

Practicum Benefits:
Advisors will be trained and gain actual experience in a professional university outdoor program with the coordination of a large public event. They will be trained and gain experience in computer operations, public speaking, committee management skills, volunteer coordination, coordinating event logistics, and sponsorship development. Advisors will gain interpersonal skills through working with a volunteer student committee to plan the event. The advisor will gain expertise in the writing and editing of sponsorship, marketing, and evaluative materials.

Practicum Expectations: Advisors should have sound communication and interpersonal skills to coordinate and motivate a group of student volunteers. A working knowledge of basic computer applications will be necessary, including but not limited to Word, Excel, Publisher, Powerpoint, and Outlook. Effective oral and written communication skills are also essential. Scheduling is flexible and we ask that you be available at least 8-12 hours per week. We will do our best to provide you with a meaningful and challenging experience.
Summary of the duties and responsibilities associated with this position:

1. Primary advisor to the Banff Mountain Film Festival World Tour committee at IU (organization and budget)
2. Responsible for the day-to-day organization needs of the student planners
3. Post and maintain an average of 10 hours a week in the IUOA office
4. Assist in the promotion and production of the 2014 Banff Mountain Film Festival World Tour
5. Be present all day for the duration of the film festival – Saturday and Sunday, March 29 and 30, 2014
6. Attend weekly committee planning meetings
7. Meet weekly (or as needed) with the practicum supervisor
8. Serve as a liaison between the staff at the Banff Centre and the student committee

Please submit a resume to Nicci Brown by November 2nd, 2013:
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