

**Loyola University Maryland  
Black Student Association  
2020 Fashion Show**

**DIRECTOR/ASSISTANT DIRECTOR  
APPLICATION**

<b>Criteria</b>
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**Applicant MUST:** Be willing to make YEAR LONG COMMITMENT  
(Summer 2019-Summer 2020)  
Be a current BSA Member and/or member for 2019-2020 academic year  
Maintain active membership status; attend 75% or more of general body meetings  
Have significant experience or had a leadership role in the BSA Fashion Show  
Have notable leadership/organizational skills  
Have a working relationship with ALANA Staff

<b>Job Descriptions: (include but not limited to)</b>
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**Director:**

- Chairperson of BSA Fashion Show Committee – must attend committee meetings
- Solicit designers and sponsorship from on and off campus organizations
- Plan layout/format of show
- Have weekly meetings with Associate & Assistant Directors of ALANA Services
- Work closely with administration of ALANA Services
- Handle all administrative details (maintain budget, emails, phone correspondence, contracts)
- Set up & attend fittings, full rehearsals, host notes, caterer, entertainment

**Assistant Director:**

- Assist Director with tasks mentioned above
- Works with director in leading BSA Fashion Show Committee
- Maintain publicity plan and mobilize BSA Publicity Committee (by working directly with BSA Public Relations Officer)
- Works directly with Event Services (schedules meetings, books rehearsal space)
- Mobilize volunteers for all Fashion Show-related events

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*\*\*\*Please attach this form to your responses.\*\*\**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Class Year: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Mailstop: \_\_\_\_\_ On-Campus Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

BSA Member: (Circle One)                      YES                      NO

Position Preferred: (Circle One)              Director/Co-Director              Assistant Director

Prior experience in the Loyola University BSA Fashion Show: \_\_\_\_\_

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Leadership experience (on and off-campus): \_\_\_\_\_

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Expected Time Commitments in 2019-2020 (on and off-campus): ex: job, RA, Evergreen, etc. \_\_\_\_\_

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- Please answer the following questions as concisely as possible on a **separate sheet of paper**.
  - Please type responses.
  - Applications are **DUE** within the first 2 weeks of the Fall semester **in the ALANA Services Office**. Applicants must submit their availability for interviews along with their application (interviews will follow the application deadline).
- 1.) Please explain why you are interested in being Director/Assistant Director of the 2020 BSA Fashion Show.
  - 2.) How will your previous leadership experiences and fashion involvement aid in you directing the 2020 BSA Fashion Show?
  - 3.) What do you feel is the importance of the Director/Assistant Director position?
  - 4.) Please state how you would respond to the following hypothetical situations (please write responses on a separate sheet of paper):
    - a. A Scene Leader tells you that there is a potential model that is interested in participating in the show, even though the date of the Model Call has already passed.
    - b. Although you have \$4000 in sponsorship for a \$10,000 show, you are still unsure of whether or not ticket sales will cover all expenses. What steps would you take to ensure that the show will be a success financially?
    - c. A designer that has previously agreed to provide clothing for the show has just informed you the week of the show that they will be unable to participate.
    - d. The day of the show, you are informed that the intermission act will be unable to perform for the show.
    - e. You are at your final run-through and the morale of your models and scene leaders is low for various reasons. How might you address everyone and what would you say to get morale up?