

## **Kingdom A&S Event Deputy**

### **Duties**

- The Kingdom A&S Event Deputy (KASED) is a deputy to the Kingdom Minister of Arts and Sciences (KMOAS). The KASED will report to the KMOAS at least quarterly, on the same schedule as the local MOAS and may have to report more often if the KMOAS requires it.
- The main duty of the KASED is to assist in running the yearly A&S event (KA&S) held on the second weekend of February. The KASED works with the Kingdom Events Deputy to get bids for the event based on Kingdom Event Policies.
- The KASED acts as a liaison between the KMOAS and the group hosting KA&S. This event is the premier A&S event of the year in Northshield; it includes but is not limited to a competition and display. The deputy will help ensure the many details of this event are completed in a timely manner, advertising, registrations, timetables, as well as packets for judges and attendees. During the event the deputy will be monitoring the event and solving problems as they arise. The deputy will not be entering or judging during the event, except with the permission of the KMOAS.
- The Kingdom A&S Event Deputy will also act as an assistant and advisor to the KMOAS as needed on other projects as needed.

### **Time Commitments**

- Time commitment will vary throughout the year.
- From April to November is a quiet time with 1-2 hours a week needed.
- Beginning in November around 5 hours a week will be needed through January.
- February will need up to 10 hours a week.
- After the yearly event through March the time commitment lessens to 3-4 hours a week needed for post-event tabulation, reports, and any other tasks needed to close out the event.

### **Key Skills**

The key skills needed for this position are the ability to work well as part of a team, to multi-task, work and communicate very well with all sorts of people at different skill levels, work within deadlines, think on their feet to solve problems which arise during the event, tabulate scores, assist the hosting group as needed, and be able to use basic computer programs such as Word, Excel, and Google docs.

*Summary of position:*

### **Duties**

- Liaison with the hosting group
- Ensure tasks are completed in a timely manner
- Oversee and monitor the Kingdom A&S Faire in February
- Report to the KMOAS every other month
- Assist and advise the KMOAS

### **Time**

Varies from an hour per week to 10 hours per week

### **Key Skills**

- Teamwork
- Diplomacy
- Multi-tasking
- Problem solving
- Scheduling multiple judging and presentations through the day
- Summarize and compile reports after the event.