

APPLYING TO BE A SUPERB INTERN

What is SUPERB?

ASUC SUPERB is a student-run non-profit branch of the ASUC dedicated to providing entertainment for the campus and community. We do all sorts of events, ranging from film screenings and concerts to comedy shows and game competitions.

HOW DO YOU APPLY?

Submit a cover letter telling us a little bit about yourself and why you're interested in working for SUPERB. Also, please include a resume that briefly describes any other activities. Remember to clearly specify in the cover letter which department(s) you're interested in applying for.

You can submit your resume and cover letter to the envelope outside of 4 Eshleman Hall (in the basement of Eshleman). All applications must be turned in by **Tuesday, February 5th**. SUPERB will contact you in the following week about the status of your application and may require an interview prior to hiring. Hired interns will be required to attend a mandatory all-SUPERB retreat during the February 8th weekend.

If you have more questions, call us at 510-642-7477 or email at superb@ocf.berkeley.edu. Please feel free to stop by our offices (4 & 5 Eshleman Hall) to speak to a staff member.

Our Departments:

ART:

Interns will be working with department managers primarily in designing and producing flyers and other print media to advertise upcoming events. In addition, they will be in charge of updating and maintaining display cases on campus, archiving past artwork, attending all staff meetings, and keeping in close contact with other departments about upcoming events. Although our only prerequisite for our interns is enthusiasm, knowledge of Adobe Photoshop and/or Illustrator is preferred. Art Department Interns will be required to hold at least 3 office hours per week.

COMEDY:

The comedy department brings stand-up comedians, sketch improv groups, and open-mic nights directly to the students of UC Berkeley. The department determines which comedians students want to see, then works with agents and venues to plan, market, and produce the comedy shows. Interns are critical in the planning and execution of every show. Interns help come up with comedy ideas, advertise the shows by flyering, helping the day of the events, and everything else in between. The only expectations of a comedy intern are to have a positive, fun-loving attitude and the ability to think creatively to make every show a success. Comedy interns will be required to attend at least 2 office hours per week.

CONCERTS:

The concert department brings musical artists, both local and national that span across all musical genres. Shows include the free Friday noon concerts on Lower Sproul Plaza, occasional shows in the Bear's Lair or Gelateria Naia, and a few events in Pauley Ballroom, Zellerbach Hall. Historically, we have also been in charge of the annual Spring Concert in the Greek Theatre. Our staff does everything from brainstorming shows to booking bands to putting on the show. We all vary in our background experiences and musical taste, but share the same passion to provide quality music that students can appreciate. However, all interns must be able to work well with different people on different levels, both formally and informally. Requirements include attending the majority of shows to help with production, hospitality, etc.; advertising shows; and committing to a minimum of 3 office hours per week. Interns also have the opportunity to contribute ideas for shows and help with booking talent.

FILMS:

The Films department selects the movies and runs the showings of films in Wheeler Auditorium, including the Friday Film Series and the Student Film Showcase. We also put on the Director's Series every Spring where film directors come to campus to speak about their films and answer questions. Films Interns help to execute all of these events. This requires attendance at every show, as well as by publicizing through hand billing on Sproul and poster the campus. Interns must fulfill about 2 office hours a week to file event reviews and aid with committee. This position has room for advancement to Assistant Manager.

GAMES:

Games interns are responsible for assisting the Coordinator in the planning, organization, and implementation of all gaming events such as poker tournaments, trivia nights, and chess tournaments. While there are no mandatory office hours, the intern must be able to aid the Coordinator when necessary. Duties include attendance at all Superb Games Events, creating new gaming events, and aiding with the publicity of the Games events.

GENERAL MANAGEMENT:

The general management internship is an exposure to the business and organizational aspect of SUPERB. While not responsible for planning any specific events, the general management department plays a key role in assisting each department get their events off the ground. The General Management intern gains valuable real world work experience in drafting budgets, reading contracts, leading staff, and supervising events. Expectations for intern include ordering supplies, paying bills, balancing budget, organizing meetings and socials, and attending SUPERB events. The position includes the strong possibility of room to advance. It requires 3 office hours a week that will include training.

MARKETING:

This might be our most important department. The Marketing department is focused on promoting SUPERB events as well as spreading the word about our organization. Expectations include setting up event advertisements in newspaper publications, tabling on Sproul Plaza, handling public relations, chalking campus, flyering, maintaining e-mail newsletters, and developing new marketing strategies for promoting the organization name. Requirements include attendance at department meetings, as well as attendance at selected SUPERB events. Interns will also be required to fulfill 4 office hours a week.

SNEAK PREVIEWS

The Sneaks department works closely with the Films department, planning and implementing free film sneak previews. Responsibilities including acting as a liaison to various production companies and promoters, aiding at each film, and filling out paperwork as necessary. Sneaks interns must be able to attend each film as well as fulfill several office hours a week.

WEB DESIGN

Web design interns should be proficient in web design and knowledgeable in graphic design applications, such as Photoshop and Imageready. The Web Coordinator is responsible for keeping our organization's website current by maintaining frequent contact with other managers and departments, as well as developing a new design layout every year. Interns aid with these tasks and have room for advancement. A keen eye for design and layouts preferred. Requires 2 office hours per week.