

Master of Ceremonies for UNA Neighbours Day (Volunteer)

Organization Overview

The University Neighbourhoods Association (UNA) is a unique nonprofit society created to provide municipal-like services (streets, streetscapes, parks, playfields, playgrounds, community centres, social services and a full range of recreational services) to approximately 13,000 residents living in designated neighbourhoods on UBC Vancouver Campus. Our Parks and Recreation Division offers a wide range of services including arts, fitness, education, social programs and special events for all age groups.

Volunteer Role Description

A Master of Ceremonies for community events is an important role in ensuring the event runs smoothly and engages the audience.

Roles:

1. To be the face and voice of the event, welcoming attendees and guiding them through the program. Announce performers and other event activities.
2. Work together with organizers and coordinators to ensure the event stays on schedule.
3. Engage with the audience. Interact with the audience to keep them entertained, creating a lively and positive atmosphere.

Responsibilities:

1. Understand the event's agenda, theme, and objectives.
2. Prepare opening and closing remarks, as well as introductions for speakers and performers.
3. Familiar with UNA communities and Community centres.
4. Coordinate with the event team and conduct a final run-through.
5. Welcome attendees and set the tone for the event.
6. Introduce speakers, performers, and activities, providing relevant background information.
7. Transition smoothly between segments, filling gaps with engaging commentary or activities.
8. Maintain energy and enthusiasm throughout the event.

Qualifications

1. Ages 19+
2. Strong Communication Skills.
3. Confident and poise at the stage.
4. Proficiency in public speaking.
5. Ability to keep calm at any unexpected situation.
6. Bilingual is an asset
7. UNA resident is a plus
8. Stage experience is a plus

Volunteer Role Details

1. Emcee Neighbours Day on September 07, 2024 from 11:30 a.m. – 5:30 p.m.
2. Be available for a pre-event meeting/training session. Date & Time TBD.
3. Other UNA event emcee opportunities throughout the year including (but not limited to) Spring Art Fair on March 16, 2025.

Application

Please send a 30 sec audition reel introducing yourself and what you will bring to the emcee role to peng.wang@myuna.ca to apply. We appreciate all applications. However, only short-listed candidates will be contacted for an interview.

Deadline of Application: Aug 12, 2024