



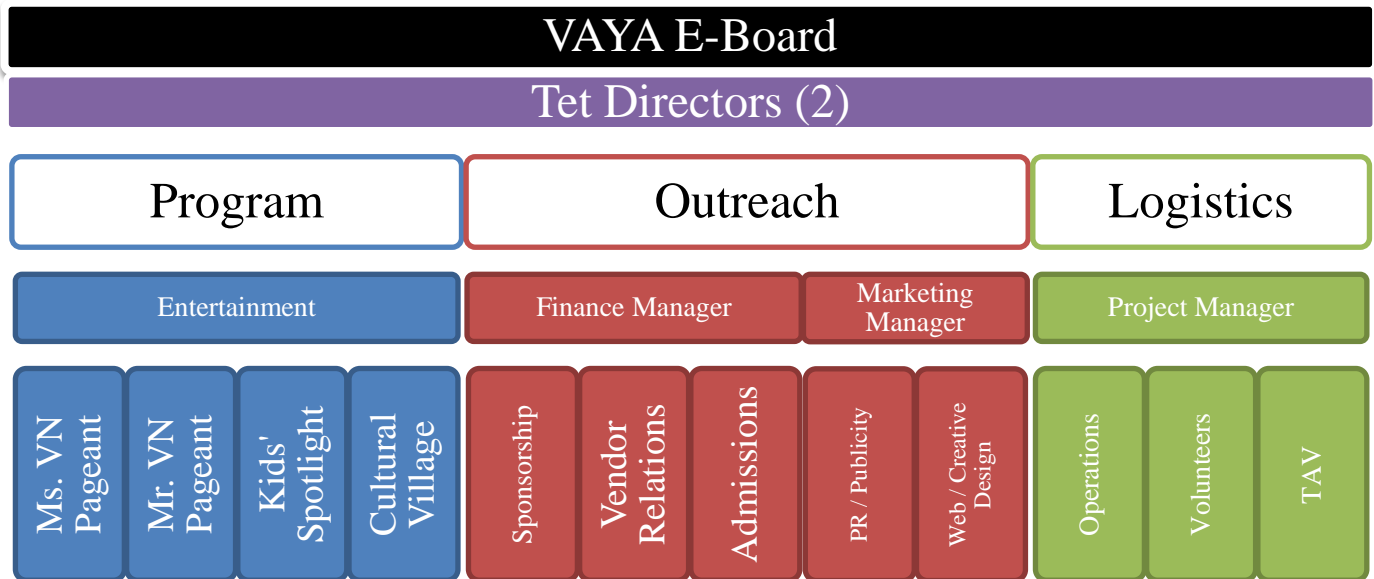
# VAYA TET Application 2013

## General Responsibilities

- Plan events and projects that further the organization’s mission and purpose.
- Abide by the organization’s policies and procedures
- Present to the VAYA Staff all communications addressed to him/her as an officer of VAYA
- Attend Staff Meetings regularly and on time to update other staff members on his/her progress
- Maintain good communication with Executive Board and other staff members.

## Condition for Candidacy

- Candidate must accept the term of one (1) year working as VAYA Staff if appointed.
- Candidate must attend the monthly VAYA & TET General Body Meetings.
- Prior experience is recommended for Manager and above.



## Duty Descriptions

### Tet Directors (2)

- Act as the Executive Chair to ensure the success of all aspects of the VAYA Tet Festival.
- Suggest a VISION for the Festival and a S.M.A.R.T. PLAN for its execution. The PLAN must include CULTURAL, FINANCIAL, and COMMUNITY considerations. Appoint appropriate committee chairs and staff (subject to E-Board’s approval).
- Uphold VAYA’s Tet’s image as a Youth-Empowered Community Development Special Event. Maintain and Enhance VAYA’s relations with governmental agencies and community organizations to ensure future cooperation and support. Maintain a Standard of Quality and Professionalism of the Staff, and, if necessary, provide training to raise staff skill levels to acceptable standards. Identify, empower, and mentor potential future Tet-chair(s) in order to secure a strong Legacy of Leadership.

### Finance Manager

- Responsible for preparing financial reports and balancing committee budgets.
- Overseeing all income and expenses for the festival.
- Supervising Tet Outreach program.

### Entertainment Manager

- Responsible for all programming during the festival.
- Working with all committees to produce an interactive and entertaining experience for festival goers.
- Overseeing the Tet Entertainment program.

### Project Manager

- Responsible for keeping all committees on task.
- Working with each committee chairs to establish a deadline timetable and ensure that all deadlines are met.
- Supervising the Logistics segment of Tet.

### Marketing Manager

- Manage and coordinate all marketing, advertising and promotional staff and activities



**Vietnamese American Youth Alliance (VAYA)**  
***Liên Hội Tuổi Trẻ Việt Nam San Diego***

P.O. Box 711912, San Diego, CA 92171

Phone (619) 940-4TET(838) Fax (858) 863-4123

Web: [www.vayasd.org](http://www.vayasd.org) / [www.sdet.com](http://www.sdet.com) [info@vayasd.org](mailto:info@vayasd.org)

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- Conduct market research and analysis to determine market requirements
- Devise marketing and PR / publicity budget
- Develop and implement marketing plans and deliver marketing activity within agreed budget
- Develop pricing strategy with ticketing group
- Liaison with media

#### **Admissions**

- Responsible for executing the ticket design as well as implementing ticketing sale strategies. Managing ticket booth and ticket gate during the festival, online ticket sales, and pre-sales. Making arrangements with the Finance Manager for any cash handling.

#### **Cultural Village**

- Responsible for organizing the Cultural Village of the festival.
- Collaborating ideas with other organizations to build structures, props and scenes representative of Vietnamese culture as well as integrating cultural activities to promote and preserve the Vietnamese cultural heritage
- Developing and organizing Cultural Village programs and entertainment.

#### **Golden Voice/Vietnamese's Got Talent**

- Responsible for planning and executing the contest; developing and implementing a voting system.
- Recruiting contestants, selecting judges and prizes.

#### **Kid's Spotlight**

- Responsible for planning and executing the contest.
- Recruiting contestants, selecting judges and prizes.
- Obtain parental consent.

#### **Mr. VN Pageant**

- Responsible for planning and executing the 2<sup>nd</sup> Annual Mr. Vietnam of San Diego.
- Coordinating all aspects of the pageant including but not limited to: recruiting contestants, communicating with contestants, preparing contestants, scheduling promotional events, arranging practices, selecting judges, ordering props and prizes, and developing and implementing a voting system.

#### **Ms. VN Pageant**

- Responsible for planning and executing Miss Vietnam San Diego 2011;
- Coordinating all aspects of the pageant including but not limited to: recruiting contestants, communicating with contestants, preparing contestants, scheduling promotional events, arranging practices, selecting judges, ordering props and prizes, and developing and implementing a voting system.

#### **Operations**

Responsible for planning and arranging the Festival site infrastructure, set-up and operations of stages, tents, electricity, tables and chairs, portable toilets, waste containers; securing governmental permits and approvals, purchasing supplies and equipments needed on Festival ground, overseeing Traffic, Security, working with other committees with their operational needs.

#### **PR/Publicity**

Responsible for building relationships between VAYA and the community in an effort to increase awareness of TET's mission and to increase patronage; serving as the main contact to other community organizations and elected officials; be responsible for composing and distributing all press releases.

#### **Sponsorship**

Responsible for establishing a sponsorship program for VAYA TET 2011; defining the levels of sponsorship associated with the amount of donations; and developing, approaching, and getting new sponsors, as well as sustaining support from existing sponsors.

#### **Vendor Relations**

Responsible for securing a determinate number of vendors; providing information to vendors and making sure their needs are met; verify that all vendor applications are complete per guidelines set by the County; assist vendors in obtaining the necessary permits; arranging training to ensure public safety; oversee all booths at the festival.

#### **Volunteer**

Responsible for recruiting volunteers through outreach; communicating and optimally utilizing all volunteers before, during and after the Festival; organizing volunteer orientation programs to train and prepare volunteers for the Festival; serving as the main contact to all committees to provide volunteers during the Festival; scheduling volunteer shifts as requested by the other TET committees, organizing a trash cleanup crew.

#### **Webmaster/Creative Design**

The Webmaster/Creative Design team is responsible for maintaining the VAYA TET Web page by keeping an up-to-date listing of all events and activities; working with the Publicity Chair to promote awareness about events and activities; managing the overall "look-and-feel" of various printed materials to reflect the upcoming VAYA Tet Theme. These printed materials will include, but NOT limited to: the Festival Program Booklet, official VAYA Tet Calendar, various flyers, promotional materials, etc.



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# VAYA TET Position Application 2013

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## Declaration of Candidacy

Full Name: \_\_\_\_\_

Position Running: \_\_\_\_\_ Main Role \_\_\_\_\_ Supporting Role \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

How many years have you been a VAYA/Tet member? Which VAYA/Tet events had you participated and taken leadership position? Which staff/executive positions had you held in VAYA/Tet?

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Describe your VISION for this year's Tet festival and how you plan to achieve it.

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What are your FINANCIAL GOALS for this year's Tet festival and how you plan to achieve them?

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What are your CULTURAL OBJECTIVES for this year's Tet festival and how you plan to achieve them?

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What other committees do you have interest in beside this one? Do you have any other goals and objectives for this year's festival?

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I hereby declare my candidacy for \_\_\_\_\_ as a member of VAYA 2012-2013 staff. I have read and understand my responsibility listed above and agree to accept VAYA's bylaws, term and condition once selected to be a member of the organization.

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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