



JOIN OUR TEAM

Apply at: https://oxrs.uk/apply

The Oxford Recording Society are looking for our next committee for 2021-2022.

If you're interested in the music industry, and want to be a key part in developing a student-led music scene in Oxford, then we'd love to have you on our team. You'll be joining an ambitious group of music industry enthusiasts who have big plans for the ORS and how we can develop in the next year, and our roles give you options to work on any area of the music industry you're interested in.

GET MUSIC INDUSTRY EXPERIENCE LEADING A KEY PART OF OXFORD'S STUDENT-LED INDUSTRY

OPPORTUNITIES TO MEET MUSIC INDUSTRY PROFESSIONALS AND LEARN FROM THEM

JOIN AND MEET AN AMBITIOUS START-UP STYLE TEAM OF MUSIC INDUSTRY ENTHUSIASTS

BUILD AND DEVELOP A BRAND NEW OXFORD SOCIETY THAT LASTS

VICE-PRESIDENT

ROLE DESCRIPTION

Deputy leader of the Oxford Recording Society and its committee. Supports the President in creating and achieving a vision, leads the administrative development of the ORS as a new society (constitution, processes, elections, etc.), and monitors the management and development of a culture within the ORS committee.

RESPONSIBILITIES

SUPPORT THE PRESIDENT

- Meet regularly with the President to develop ideas and create/achieve the vision for the society.
- Develop and support strategies, management of the team, and review processes and systems.
- Chair President's Meetings if the President is unavailable.
- Share management and executive workload act as a supporting co-president.

TEAM MANAGEMENT & MONITORING

- Responsible for monitoring progress of projects and individuals, and flagging issues to the President and the rest of the executive team.
- Constitution expert ensure that they are an expert on the Constitution and Rules of the society, so they can make sure everyone is adhering to all regulations and develop these.
- Lead the resolution of Code of Conduct issues within the society, and be an approachable person for anyone who has issues within the society.
- Using the constitution and ORS master plan, be in charge of organising and moderating fair elections for roles.

VICE-PRESIDENT

COMMITTEE DEVELOPMENT & MORALE

- Responsible for organising all Committee Socials with the goal of creating a strong and close ORS committee culture where everyone is close and excited about working together to achieve a big vision.
- Responsible for role design and monitoring roles to ensure every member of the committee is getting a worthwhile experience
 - Help them with role development and learning skills they want to learn.
 - Amend role descriptions and responsibilities to ensure everyone has a specific job, there is no overlap, and everyone enjoys the work they do.
 - Provide them with industry connections in their area to help them develop in their role.

- Ambitious but also realistic & level-headed.
- Dedicated to the ORS as a society and concept, and excited about where we can go as a society.
- Lots of good ideas about how we can effectively develop the ORS.
- Approachable and friendly, good at resolving conflicts.
- Some leadership and management experience.



SECRETARY

ROLE DESCRIPTION

Executive team and wider ORS committee supporter, and leader/handler of logistics and communication within the Oxford Recording Society Committee.

RESPONSIBILITIES

MEETINGS

- Keep track of all meetings that need to be scheduled and schedule them on google calendar, ensuring everyone who needs to attend has been informed.
- Keep the google drive up-to-date, organise folders and make sure relevant folders have been shared with the necessary people on the committee.
- Take meeting minutes for important meetings (Full Committee Meetings, Termly Member Meetings, Other Important scheduled meetings).

COMMUNICATION

- Fill communication gaps within the committee.
 - Secretary should monitor the committee for gaps in communication and fill those gaps as best as possible.
- Consistently check the ORS email inbox and inform relevant parties of information received and if there are outstanding emails to reply to.
- Take on communication responsibilities to the team if the President is unable to do so (weekly update posts, weekly update meetings, etc.)

SECRETARY

- Good organisational skills.
- Interested in the music industry and the ORS as a society.
- Consistent work ethic ability to check emails regularly and ensure communication within the ORS is consistent.
- Easily reachable by email or facebook messenger.



ARTIST'S OFFICER

ROLE DESCRIPTION

Leader of the music making & performance sector of the ORS and our record label OX Records. Oxford's label executive - organise music making and performance opportunities, be the first point of contact for musicians in the ORS and help them develop their musical projects and artisty.

RESPONSIBILITIES

MUSIC MAKING AND PERFORMING WITHIN THE ORS

- Be the first point of contact for members who are musicians.
- Develop strong relationships with all members who are musicians so you are the person they feel comfortable with approaching for any project they want to run.
- Lead the organisation of professional quality musical opportunities for members (gig opportunities, recording opportunities, songwriting sessions, studio time, rehearsal space, equipment for rental, etc.)
- Match artists together for collaboration, and work hard to create and support a musical community and network within the ORS that is open for all members.

OX RECORDS

- Lead and run our record label OX Records in all areas:
 - Run the label financially.
 - Scout for and sign artists.
 - Manage releases from start to finish (including initially finding, encouraging and fostering new music projects and releases).
 - Expand the ORS network (of producers, promoters, designers, video artists, etc.) so we can offer the best resources to our artists/members.
 - Essentially a "non-technical" music producer (but can get involved in the technical side as well if they want).

ARTIST'S OFFICER

- Approachable and friendly.
- Artistic style.
- Experience as a musician themselves.
- Wide music taste and interest in supporting all types of music and musical skills.
- Interested in the music industry and extremely passionate about the ORS.
- Experience or knowledge about the music industry, such as:
 - Music production/songwriting/performing.
 - o Organising music projects from inception to release.
 - Artistic style of musical works.
 - o The process of producing and managing a musical project from start to finish



ROLE DESCRIPTION

Lead of visual creative design and branding within the Oxford Recording Society. Develop the ORS design for music community and lead teams of designers, photographers, videographers to produce graphics, posters, album art, fashion design, etc. for all our projects (OX Records releases, Artist development, Events, Social Media Content, etc.)

RESPONSIBILITIES

BRAND

- Responsible for creating and sustaining a music brand: the ORS visual brand.
 - Work with the Marketing Officer to create a consistent and valued brand across everything we do as a society.
 - Work with the committee to understand what the ORS is about and how the branding reflects that.
 - Oversee other subcommittees (label, events team, social media, website, etc.) to ensure they apply this branding to their events and promotion – final say on any visual material that goes out to the public.
 - Create and maintain a brand guideline that is to be followed when any visual media or other content is broadcast to the general public / oxford community.
- Responsible for the creative direction of the ORS in all areas.
- Be aware of trends in design (more specifically design in the music industry) and apply these to ORS graphics.
- Work closely with the Marketing Officer and other people in the ORS committee to further support their campaigns.

GREATIVE DIRECTOR

VISUAL ART & DESIGN

- Make designs themselves to the benefit of ORS activities.
 - Designs and graphics that follow our brand guidelines and are effective at achieving our goals.
 - Get involved in designing and creating: Music videos, album art, promotional posters, events banners, illustrations, youtube video templates, social media visual and video content and documents/publications.

LEADERSHIP

- Lead and be the figurehead/leader for the arts/design for music groups on social media and use our design group to delegate design tasks to.
 - o Get to know our design group and their strengths and weaknesses.
 - o Build a community around design for music in Oxford.
 - Know when to approach other students for specific designs; put specific subcommittees in touch with the right people and manage the design group to create the graphics and visual material we need.
 - Get people excited and interested in designing for the ORS organise events and activities for them to help them and add value to being an ORS designer.

- Creative & Artistic.
- Experience & strong interest in art & graphic design portfolio useful.
- Determined and passionate about the ORS and our goals.
- Self determined and ability to work independently to devise and support our brand in all ORS activities.
- Experience leading a team on a creative project.
- Awareness of industry graphic design trends.

GIGS & GLUB NIGHTS OFFICER

ROLE DESCRIPTION

Leader of developing a fun and exciting Term Card full of music entertainment events (Club Nights & other nights out, gigs and socials). Work on and carry out strategies to make the ORS a big player in Oxford's nightlife and music scene, and innovate within Oxford's current limited music & clubbing scene.

RESPONSIBILITIES

EVENT STRATEGY

- Work with the Speaker Events Officer to create music-themed Term Cards that
 have big impact and help to solidify the ORS brand and place the ORS as a major
 player in the Oxford student nightlife & music scene.
- Innovate to organise new interesting nights out in Oxford's somewhat stagnant music and clubbing scene (provide solid alternatives to Park End & Bridge, such as nights out like Fluorescent Adolescent).
- Try to bring bigger and more interesting artists to Oxford to play gigs.

EVENT LOGISTICS AND ORGANISATION

- Organise Open mic nights, Gigs, Club nights & Parties and ORS socials.
- Organise every aspect of the event including:
 - Budget (work with Treasurer),
 - Venue (liaise with venues and develop relationships with them, find venues for events we want to run as a society).
 - Support marketing efforts for the event (lead the Marketing & Media team to produce effective material and strategies to ensure the event is wellattended).
 - o Logistics of the event (allocate people to run different aspects of the event).

GIGS & GLUB NIGHTS OFFICER

- With the Speaker Events Officer, chair the Term Card organisation meetings.
 - These meetings will happen in advance of each term to organise and set the term card for each term.
- Keep contact with venues and important people for the organisation of events.
- Get ORS members interested in events management, and involve and lead them to organise these events.

- Confident and good communicator able to build relationships with key players (venues, artists, promoters, etc.) to make deals and organise good events.
- Likes going out and having a good time knows what makes a good event and how to put one on.
- Organised and experienced at managing a large project (ie. an event).
- Creative and good at coming up with interesting ideas and themes for events.
- A good plan and vision for where the ORS should go in terms of our role in the Oxford events, nightlife and music scene.
- Previous Entz experience on another committee or JCR/MCR.

