COMMUNITY ENGAGEMENT DEPARTMENT
Event Planner Application

Thank you for showing interest in becoming part of the Toontown Team! Before you start filling out this application, there are a few things you should know:

1. **Toontown Rewritten is a volunteer effort.** No income or salary is provided as compensation for anyone's involvement.

2. **You must be comfortable collaborating and coordinating with others, as well as synchronizing groups of people.** Event planning is more than just helping to plan events for our game! You'll be working with Team members, the Toontown Rewritten Partners, and the public to bring both in-game and real-life events to fruition!

3. **Event Planners must be highly organized and detail-oriented.** Planning an event is a lot of work! We are looking for individuals who are comfortable with their organizational skills and who are able to communicate effectively across multiple departments.

4. **Having some creativity goes a long way.** You don't need to be an expert at this, but having some fun with the way you create events is what makes events so exciting!

ABOUT THE ROLE

As an Event Planner for Toontown Rewritten, you will be working on creating in-game events, and, at times, real-life events, for both Toontown Rewritten and for our Partners' events. Other duties include livestream planning and working with the Team to prepare for our annual convention, ToonFest! You will coordinate between the Community Engagement and Production departments, engaging with all of our other Departments every so often, work regularly with Notion, and build the infrastructure for event success.

We are searching for people who feel comfortable and confident working both independently and as a team. Ideal candidates will be people who are enthusiastic about the community, have a strong sense of organization, and enjoy the creative process. Lastly, having the ability to juggle different events and duties at once is a plus!

POSITION REQUIREMENTS

- Must be at least 16 years of age.
- Must have a Toontown Rewritten account that is at least four months old.
- Display excellent oral and written communication skills that portray a kind, positive, and inclusive demeanor to everyone, even in tense situations.
- Must have excellent organizational, collaborational, creative, and coordination skills to handle event planning and infrastructure with other Event Planners, multiple Departments, Partners, and the public.
- Must have knowledge of (or be willing to learn about) Toontown Rewritten's current and past projects to answer questions and stay in touch with the community.
- A general knowledge of gameplay, rewards, and storyline (such as Cog Boss fights and the Sellbot Task Force) is a plus.
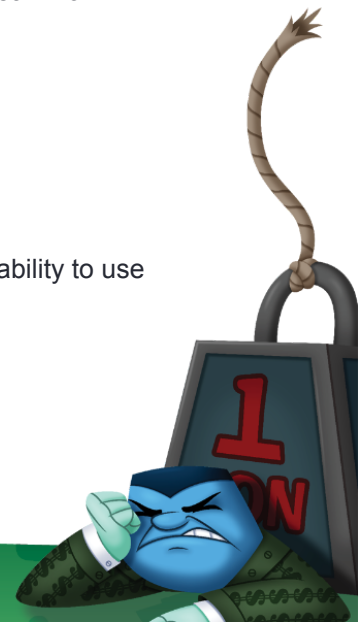
To submit your application, please copy the questions below into an email (and answer them, of course!) then send your email to support@toontownrewritten.com. After we receive your email, we'll follow up within a few days and will file away your information until the position is open for recruitment.

ABOUT YOU

- What is your full first and last name, preferred name, and preferred pronouns?
- What is your date of birth?
- What language(s) do you speak fluently?
- Do you have a Discord account? If so, what is your username?
- Can you tell us a bit about yourself?
- Can you tell us about your experiences working in a team environment? What did you learn from your experience(s), and what values do you believe are most essential to effective teamwork?
- Why do you want to be an Event Planner?
- What do you think you can bring to the table as an Event Planner?

TOONTOWN

- Please list all of your Toontown Rewritten account username(s).
- Do you have any previous infractions (warnings, suspensions, terminations, loss of ability to use SpeedChat+ or submit names) on any of your accounts? If so, what are they?

- How often do you play Toontown Rewritten?
- Are you an active member of any Toontown-related websites or communities outside of the game? If so, where can we find you? Direct links to your profiles would be great!
- How did you hear about Toontown Rewritten hiring?
- Are there any other positions you are interested in other than the one you have applied for? If so, list all that apply.

EVENT PLANNING & MANAGEMENT

- Do you have experience with any project management tools, such as Trello, Notion, or Jira?
- Have you ever planned or managed an event? If so, what was involved, and what was its timeline like? If not, describe an experience you've had that lends itself to event planning and management.
- What do you think are the foundations of a successful event? How would you help build those foundations in events you work on as a team member?
- What problems can come up in the event planning process? How would you work through them?
- Pick one in-game or real-life event from Toontown Rewritten's past; what worked about this event and what could we have done better?
- Lastly, what kind of events do you enjoy? What events would you like to create and plan? (No proposals for events needed—just describe the kind of events you enjoy!)

AVAILABILITY

- What timezone are you in?
- When are you usually available on your computer?
- How much time can you commit to your job as an Event Planner per week?

Thank you for taking the time to apply for Toontown Rewritten!

You *ARE* Toon Enough!