

GORDON SMITH MEMORIAL VMS SCHOLARSHIP



Facility Name:	
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PURPOSE

VenuWorks President Steve Peters has established the Gordon Smith Memorial VMS Scholarship to honor the late Gordon Smith who passed away in 2005. Gordon served VenuWorks as a Senior Consultant following an outstanding career in the theater industry that included producing Broadway shows, both on tour and in New York.

Gordon began his career in our business as a backstage technician in Kalamazoo, Michigan and went on to assume various management positions at Western Michigan University's Miller Auditorium and the Civic Center of Greater Des Moines. Gordon dedicated his life to delivering a first class experience to both clients and patrons. During his many years of service to the public assembly facility industry, Gordon freely gave of his time to mentor young professionals and counsel his peers.

The Gordon Smith Scholarship is awarded every two years to a full time employee working at a VenuWorks location. Through this scholarship offering, Gordon's legacy is honored by the VenuWorks family by furthering the career goals of our valued associates.

POLICY

Venue Management School (VMS)

The IAVM Venue Management School (VMS) is designed to provide a focused educational experience in areas specific to managing public assembly venues. VMS consists of one week of intensive instruction in each of two consecutive years, traditionally in June. The curriculum is structured to provide a broad overview of venue management including the areas of marketing, operations, finance, event programming and professional development. Industry veterans and new managers find the school an exceptionally valuable resource from the focused educational programs to the long-term industry relationships established. More information about VMS is available at IAVM's website: <https://www.iavm.org/vms/vms-home>.

VENUWORKS SCHOLARSHIP CRITERIA

From the applications received, the VenuWorks Scholarship Selection Committee will choose one of our employees to be awarded a two-year scholarship to attend VMS. The VenuWorks Scholarship will pay for recipient's airfare, tuition, room and board, parking, ground transportation and other travel expenses (including applicable taxes).

1. The Scholarship will be awarded based on the following priority criteria:
 - a. Employed by VenuWorks as a full time employee for a minimum of two years prior to application
 - b. Progression of professional development as demonstrated by work history/resume
 - c. Current job responsibilities
 - d. Long term career objectives
 - e. Submission of one-page typed essay on "Why I Should Be Awarded This Scholarship"
 - Applicants are encouraged to include aspects of financial need and how they believe the VMS School will enhance their career pursuits.
 - Applicants are also encouraged to enclose a letter of support from their supervisor and the Executive Director.
2. Judging of each criterion to be based on one to five points (i.e.: maximum score 25 points) with the scholarship award given to the highest total score.

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3. The Gordon Smith Memorial Scholarship application deadline is **January 17th** of the applicable year. Applications may be e-mailed or mailed and must be received no later than 5:00 p.m. on deadline date. The Scholarship Recipient will be notified by the Committee soon after.

APPLICATION TO VMS

The award of the VenuWorks Gordon Smith Scholarship **does not automatically guarantee** the recipient admission to the Oglebay Program.

1. The recipient must complete the VMS Application and submit the Application to IAVM. (The Application can be downloaded from the IAVM website, www.iavm.org.)
2. If the Gordon Smith Scholarship recipient is not accepted into the Oglebay program, the scholarship will be forfeited and the recipient will need to reapply during the next scholarship funding period.

PROCEDURES

1. Download the Gordon Smith Memorial VMS Scholarship Application (ADM020) from the Main Library.
2. Applicants must fill out the application in full and attach all requested documents.
3. Application must be signed by the venue Executive Director prior to submission to VenuWorks.
4. Applications may be either e-mailed to abohlen@venuworks.com or mailed to:

Gordon Smith VMS Scholarship Committee VenuWorks, Inc.
4611 Mortensen Road, Suite 111
Ames, IA 50014

6. Upon acceptance to VMS:
 - a. Applicant must complete all applicable paperwork provided by Oglebay according to the directions provided and make his/her travel arrangements.
 - b. Tuition should be paid through the applicant's venue Finance Department.
 - c. An invoice should then be submitted to the VenuWorks' corporate office for reimbursement of the cost of tuition and room and board (including tax).
 - d. Applicant or the applicant's venue will be responsible for all other costs including, but not limited to; travel, some meals and incidentals.