

CSA Student Symposium Support Program

Silent Auction & Marketplace Support

The Costume Society of America is seeking reliable, detail-oriented students to assist with the set-up, open hours, and break-down of the Silent Auction/Cash & Carry and Marketplace during the upcoming CSA Symposium. Student Symposium Support staff will complete one 10-hour shift and will receive free full symposium registration in exchange for their service. On their non-working days, students are welcome to attend all symposium sessions and events.

Responsibilities

- Communicate promptly with CSA staff and follow all event procedures.
- Represent CSA with professionalism, courtesy, and reliability.
- Refrain from using cell phones or personal devices while on duty, except for brief, essential communication with CSA staff. Devices should remain out of hand and out of sight during active responsibilities.

Silent Auction/Cash & Carry Support

- Monitor auction items, answer attendee questions, and maintain an orderly environment.
- Assist with auction close-out by gathering items, organizing purchased lots by buyer, and entering sales into the tracking spreadsheet.
- Support cash-handling procedures by recording payments and maintaining accurate sales records.

Marketplace Support

- Greet attendees and provide basic information about Marketplace vendors.
- Offer short-term booth coverage so vendors may take breaks, ensuring continuous staffing.
- Help maintain a tidy, welcoming Marketplace environment.

Schedule & Time Commitment

Student Symposium Support staff will be assigned one full-day shift (10 hours) on either **Monday, June 1; Tuesday, June 2; or Wednesday, June 3.**

Students may attend all symposium sessions on their two non-working days.

Eligibility

Applicants must:

- Be enrolled in an undergraduate or graduate program at the time of the symposium.
- Be able to commit to a full 10-hour shift.
- Demonstrate professionalism, punctuality, and the ability to work independently and as part of a team.
- Note: Students do not need to be CSA members to apply, but must hold current CSA student membership to accept a position.
- 2026 Adele Filene Grant and Howard Vincent Kurtz Award recipients are not eligible to apply.

Compensation

- Free full symposium registration, including access to all sessions on non-working days. Please note that hotel accommodations are not included as part of this compensation.
- Valuable behind-the-scenes experience in event operations and nonprofit programming.
- Networking opportunities with CSA members, presenters, and professionals in the field.

Application Process

Interested students should complete the [**CSA Student Symposium Support Application form**](#), on which they will be asked to provide the following:

Required Information

- Name and contact information
- Academic program and institution
- Name and contact information for faculty reference who will support your application
- Preferred workday (Monday, Tuesday, or Wednesday)
- A brief statement (150–200 words) describing:
 - Why they are interested in supporting the symposium
 - Relevant experience (customer service, events, museum work, retail, etc.)
 - Any scheduling considerations

Selection Timeline

- Applications open: **March 1, 2026**
- Applications close: **March 31, 2026**
- Notifications sent: **April 3, 2026** (before early bird closes)

Additional Notes

- Selected students will receive a brief orientation prior to the symposium.
- CSA reserves the right to assign workdays based on event needs.
- Students must be able to stand for extended periods and assist with light physical tasks (moving boxes, arranging tables, etc.).
- Up to five students may be accepted for full coverage.
- Applications will be reviewed by the CSA hiring committee, including Ann Wass as VP Symposia.