

ASSOCIATED STUDENTS

Position Description

Department: Associated Students: Productions or Sustainability

Job Title: Event Producer

Position Overview:

Under the supervision of the Programs Manager and/or Productions/Sustainability Coordinator(s), Event Producers carry out the mission of the department through event creation, production, and evaluation of major Associated Students Productions events. Event Producers can also provide peer mentoring and training to a group of student volunteers when volunteers are necessary for certain events.

Duties:

Employees work both independently and as part of an assigned work team on events including, but not limited to event creation, logistical planning, physical event production (set up to clean up) and evaluation.

Events include, but are not limited to the following events: *Big Show, Earth Fair/Earth Month, Big Lecture, Big Politics, Big Comedy, Clean Air Day, Summer Movie Fest, Farmers Market, Innovation programs, Trash Talkers, Beach Clean Up, Sustainable Fashion Expo, Matador Exchange, Sol Fest, AS Fair, AS End of Year Celebration, other AS Production events, & other AS Sustainability events.*

Other duties include:

- Attends weekly staff meetings (typically Mondays from 10:00 am to 12:00 pm) as well as staff training/development meetings.
- Event consultation/production for other AS departments and collaborate with other campus departments, clubs and organizations.
- Take care of production equipment including maintenance, cleaning, and organizing.
- Assist in facilitating Sustainability Center tours and answering the office phone.
- Other duties as assigned.

Qualifications:

Knowledge and Abilities

- Ability to direct the work of others.
- Ability to work well and quickly under pressure both individually and as part of a team.
- Ability to work on multiple projects simultaneously.
- Excellent written and oral communication skills.
- Ability to lift and carry up to 25 pounds often and up to 35 pounds periodically.
- Ability to stand for long periods of time.
- Ability to work in a variety of indoor/outdoor environments.
- Ability to work a variety of hours including early morning, evening, late nights and weekends on occasions.

- Should possess a creative and adaptive mindset.

Education and Experience

- Must be currently enrolled as a CSUN student.
- Minimum one-year experience in event programming.

Specialized skills/training required

- Students hired into this position are required to pass the campus safe driver training program and become certified to drive an electric cart on campus.
- Safety related courses like Safe Lifting, Heat Exhaustion, etc. as assigned.

Skill development:

Student employees in this position will learn and practice the ability to:

- Work with a team of student and professional colleagues in a professional event production environment. Practice professional-level work skills and behaviors.
- Provide professional-level event consultation services to department and campus colleagues.
- Develop creative problem solving and critical thinking skills.
- Manage key records and processes of the Associated Students.

Percentage of time:

- 65% - Event Production
- 20% - Program Planning Tasks
- 5% - Mentoring/Training volunteers
- 5% - Skill & Leadership training/development
- 5% - Other duties as assigned

Location: Sustainability Center

Hours: Up to 20 hours per week, required availability of minimum 12 hours per week (may include evening and weekend).

Classification: Class II

Salary Range: \$16.54 - \$17.50 per hour (Effective 07/1/2023: \$17.28-\$18.24 per hour)

Desired Major(s): Entertainment Media Management, Marketing, Music Industry, Recreation Tourism Management, Film Engineering, Art, Management, Information Systems, Business, Family and Consumer Sciences, Environmental and Occupational Health and related fields

Desired Class Level(s): Sophomore – Senior

HOW TO APPLY

Please use the regular application available on the AS web page at www.csunas.org. Inquiries should be made to the Programs Manager at (818) 677-6314.

REQUIRED DOCUMENTS

Associated Students application
Resume

Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the

background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.

Last updated: May 2023