Position Description

Department: Associated Students Productions
Job Title: Producer

Position Overview: Under the direction of the Productions department, and the general supervision of the Senior Program Coordinator or Productions Coordinator, Producers carry out the mission of the department through event creation, production and evaluation of major Associated Students Productions events. Producers provide peer mentoring and training to a group of student volunteers.

Duties: Employees work both independently and as part of an assigned work team on major virtual, in-person, and hybrid event creation, production and evaluation including, but not limited to, the following events: Big Show, Earth Fair/Earth Month, Big Lecture, Big Politics, Summer Movie Series (every Thursday afternoon/evening June through August), Farmers Market (every Tuesday fall/spring semester, Innovation programs, Sol Fest, AS End of Year Celebration, AS Fair.
- Attends weekly staff meetings.
- Oversees budgeted expenses related to programs as assigned.
- Recruits, trains and directs the work of a minimum of two volunteer assistants.
- Participates in leadership/skill trainings as assigned.
- Event consultation/production for other AS departments.
- Collaborate with other campus departments, clubs and organizations.

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.
- 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.

Education and Experience
- Must be currently enrolled as a CSUN student.
- Has at least 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.
- Safe back and lifting on-line course – required training.

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.
- Train and mentor the work of peers in volunteer positions within Productions.

Rev. 4/13/2021
• Provide professional-level event consultation services to department and campus colleagues.
• Manage key records and processes of the Associated Students.

Percentage of time:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Event Production</td>
<td>70%</td>
</tr>
<tr>
<td>Mentoring/training volunteers</td>
<td>15%</td>
</tr>
<tr>
<td>Program budget related tasks</td>
<td>5%</td>
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<tr>
<td>Skill and leadership training/development</td>
<td>5%</td>
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</tbody>
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Location: USU-100

Hours: up to 20 hours per week; including event hours

Classification: Class II

Salary Range: $15.50 - $17.00

Desired Major(s): Entertainment Media Management, Music Industry, Recreation Tourism Management, 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 Senior Program Coordinator at (818) 677-6314 or at the AS Virtual Office at Zoom ID: 818-677-2477

REQUESTED 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.