Position Description

Department: Associated Students Productions

Job Title: Producer

Position Overview: Under the direction of the Student Leadership and Productions department, and the general supervision of the Program Advisor, Producers perform a variety of skilled tasks requiring previous experience and or specialized education or performs work requiring considerable discretion in judgment and decision making including responsibility for coordinating the work of a group of lower level student employees, and non-routine tasks that require considerable on-the-job training and/or specialized skills.

Duties: Employees work both independently and as part of an assigned work team on major event creation, production and evaluation including, but not limited to, the following events:

- Big Show
- Annual Comedy
- Annual lecture event
- Big Politics
- Summer Movie Series (every Thursday afternoon/evening June through August)
- Final Flips (week before finals each semester)
- We The People Fall political fair
- Earth Fair
- AS Banquet
- Event consultation/production for all A.S. departments
- Attends weekly staff meeting (1.5 hours)
- Attends weekly one-on-one (.5 hours)
  - Oversees budget related to programs as assigned
  - Recruits, trains and works with a minimum of two volunteer assistants
  - Participates in leadership/skill trainings as assigned.

Qualifications:
- Must be currently enrolled as a CSUN student.
- 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.
- Ability to work successfully in a team-oriented environment
- Ability to direct and supervise the work of others

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**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.
- Sexual Harassment training for supervisors – required training.
- Basic First Aid – required training.
- 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.
- 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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</thead>
<tbody>
<tr>
<td>Event Production</td>
<td>75%</td>
</tr>
<tr>
<td>Supervision and training of volunteers</td>
<td>10%</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>
</tr>
</tbody>
</table>

**Location:** USU-100

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

**Classification:** Class II

**Salary Range:** $10.50-$14.00/hour

**Desired Major(s):** any

**Desired Class Level(s):** any

**HOW TO APPLY**

Please use the regular application available on the AS web page at [www.csunas.org](http://www.csunas.org). Inquiries should be made to the Productions Program Advisor at (818) 677-2477 or at the AS Student Leadership Office in the University Student Union, room 100.

**REQUESTED DOCUMENTS**

Associated Students application
Resume (optional)

*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.*