



**Associated Students of Western Washington University**  
AS Productions  
ASP Logistics Coordinator

### **About the Position**

The Logistics Coordinator supervises the 2 - 4 ASP Production Assistants, 3 – 5 Viking Union Gallery Attendants, and all student volunteers who wish to be involved with AS Productions. This position is responsible for ensuring proper levels of staffing at all ASP events, for providing the highest quality service and hospitality to artists/speakers, as well as assisting event coordinators with a variety of critical event planning logistics.

### **Position Classification**

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental Student Budget Coordinator, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **About the Department**

The purpose of AS Productions (ASP) is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

### **Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community
- Ability to work independently and responsibly, while supervising others
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve.

- Ability to work flexible hours
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Past experience leading or managing volunteers.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
  - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **AS Productions Responsibilities**

- Enhance communication, collaboration, and team cohesion within AS Productions by:
  - Attending a weekly ASP Supervisory Team meeting with the ASP Director and the Asst. Director for Marketing & Assessment for the purpose of keeping open communication among the leaders of ASP as well as determining a course for future success and improvements.
  - Attending all ASP staff meetings as scheduled by the ASP Director.
  - Attending the ASP Fall Departmental Training prior to the start of Fall Quarter.
  - Facilitating the process of fulfilling event staffing needs by scheduling Production Assistants and/or volunteers as appropriate to upcoming events.
  - Maintaining a minimum of 5 publicly-posted office hours per week.

### **Position Responsibilities**

- Maintain high standards for professionalism and service among the staff of hourly employees and volunteers by:
  - Facilitating a weekly meeting with the Production Assistants (and any highly involved volunteers) in order to check-in with supervisees and to learn about any issues or challenges that may have arisen at past events and to offer recommendations for how to troubleshoot future events.
  - Supervising the Production Assistants (hourly employees set to staff ASP events for approximately 10 hours per week), ensuring that all of their duties are carried out effectively and with professionalism.
  - Supervising the VU Gallery Attendants (hourly employees who greet visitors, secure the artwork, and answer questions about the exhibitions), scheduling their hours once per quarter and ensuring that all of their duties are carried out effectively and with professionalism.

- Supervising all student volunteers, ensuring that all of their duties are carried out effectively and that they are trained well enough to follow through on tasks accurately.
- Serving as a resource person and supportive leader to the Production Assistants (PAs), Gallery Attendants, and volunteers by offering guidance and suggestions for how they can improve or troubleshoot, when appropriate.
- During Red Square Info Fair and major ASP events, recruiting additional volunteers.
- Maintaining a roster and communication network for the ASP volunteer base.
- Submitting all necessary paperwork to Human Resources to register students as official university volunteers, including timesheets of their hours worked.
- Monitoring the timesheets of hourly Production Assistants and provide copies of these (or access to a document online) to the ASP Advisor on a bi-weekly basis.
- Ensure successful communication and logistics within the AS Productions office by:
  - Regularly checking in with the event coordinators of each of the five ASP programming offices to find ways to assist their event planning process by taking on simple logistical tasks and/or those tasks that take considerable staff-hours. Facilitate intra-office communication by ensuring that each ASP employee is using the office environment to indicate when they are available and that there is an effective means of communicating when schedules do not allow for face-to-face communication (e.g. white board, ASP-wide calendar, etc.).
  - Assisting the ASP Director with intra-office communication tasks as well as logistics that impact or benefit the entire office.
  - Attending ASP events regularly (at least two per office per quarter, more if possible), as a means to check-in with the Production Assistants, facilitate volunteer staffing, and as an additional staff person providing hands-on event support.
  - Create event staffing schedules for all ASP events
  - Gather requested tasks for Production Assistants and delegate accordingly
  - Performing other duties as needed or assigned by the ASP Director.

### **Salary**

Minimum annual salary of \$6435 (approximately \$289 twice per month fall quarter and approximately \$345 twice per month winter and spring quarters).

### **Reportage**

This position reports directly to AS Productions Director.

This job description is subject to change in accordance with the AS Employment Policy.  
 The Associated Students is an Equal Opportunity Employer.  
 Revised on February 10<sup>th</sup> 2017 by motion ASB-17-W-31.