



## **Associated Students of Western Washington University**

AS Productions

ASP Productions Assistant Work Study

### **About the Position**

The Production Assistant (PA) fulfills a wide variety of support functions at ASP events. The PA will assist with the staffing and implementation of large-scale events as well as the consistent weekly programming out on by ASP Event Coordinators.

### **About the Department**

The purpose of AS Productions is to provide a comprehensive program of student activities and events for all Western students and their community. AS Productions presents Art Exhibitions, Live Music, and Entertainment.

### **Term of Position**

Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin at the start of Fall quarter and end the Friday of Dead Week the following Spring quarter. Position holder should not work any hours during finals week of each quarter unless an exception to this condition is granted by the Director. Position holder is required to attend any trainings or orientations as required by the office coordinators or Director. Position may begin later in the year or at any point in which a position becomes vacant. Position works an average of 10 hours a week.

### **Educational Benefits**

- Experience working on a team
- Experience utilizing Microsoft Office
- Complete projects under deadlines with minimal supervision
- Gain planning and organizational skills and experience

### **AS Employment Qualifications**

- Must maintain a minimum of 10 credits for undergraduates and 8 credits for graduates.
- Must maintain a minimum 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- Must have and upload work study award.
- Must be available for all AS orientations and trainings.
- Must be able to uphold all AS responsibilities.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Effective interpersonal and public speaking skills.
- Ability to lift moderate weight (20– 30lbs.) and to setup backstage and hospitality areas.
- Ability to work flexible hours.

## **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being Familiar with the AS Charter, all WWU policies, and All AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Being knowledgeable of the AS Organization and its general operations.
- Ensure the Continuity and Legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

## **Position Responsibilities**

- Actively participate as an ASP team member.
- Attend weekly or bi-weekly meetings with the Logistics & Volunteer Coordinator as scheduled to keep him/her informed about the day-of-show experience of past events and to prepare for upcoming events.
- Attend all ASP staff meetings as scheduled by the ASP Director.
- Devote approximately 10 hours per week to fulfilling the responsibilities of the position.
- Ability to work a very flexible schedule including some late-night hours and often weekends.
- Be available day-of-show to run miscellaneous errands for ASP Coordinators.
- Serve as a driver to pick up and drop off performers and equipment/supplies.
- Assist in the set up and take down of equipment when necessary.
- Assist in keeping track of event attendance.
- Assist with disseminating promotional materials and generating word-of-mouth buzz for upcoming events.
- Serve as a cashier for merchandise sales.
- Serve as a presenter for ASP Films during film showings.
- Serve as a presenter/emcee for Underground Coffeehouse Open Mic Nights.
- Serve as an usher for ASP events in the Performing Arts Center when necessary.
- Perform other duties as needed or assigned.

## **Wage**

This position will receive a Program Support Staff 1 wage, which is set at minimum wage per hour. The position holder will receive a financial award as directed by the work study award letter. The weekly hours and work will be determined by the amount awarded, the need of the office and the direction of the supervisor.

## **Reportage**

This position reports directly to the AS Productions Logistics & Volunteer Coordinator.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer.