



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

AS Productions  
Films Coordinator

### **About the Position**

ASP Films hosts a number of film screening events on campus each year in order to entertain students and to increase film appreciation on Western's campus. The Films Coordinator is responsible for the planning and implementation of these events, including the selection of films and the securing of copyright licensing.

### **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 begins 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. The position requires 30 hours of planning and prep work to be done over the summer for the planning and scheduling of fall quarter's preliminary events. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings.

### **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.
- Knowledge of, and interest in, a broad range of films and genres.
- Knowledge of trends and successes in the film industry and box office.

### **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 the effectiveness of programming within AS Productions by:
  - Attending weekly or bi-weekly meetings with the ASP Director to keep them informed about upcoming events and program status as a whole.
  - Attending all ASP staff meetings as scheduled by the ASP Director. Attending the ASP Fall Departmental Training prior to the start of Fall Quarter. Talking with the Assistant Director for Logistics as well as the Marketing Coordinator – Arts & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities, during fall staff development.
  - Working in cooperation with other ASP offices to avoid planning events that conflict with one another.
  - Maintaining a minimum of 5 publicly-posted office hours per week.
  - Performing other duties as needed to support the ASP office as a whole.

### **Position Responsibilities**

- Ensure proper and responsible use of student funds by:
  - Being responsible for allocation, expenditure and monitoring of the Films budget with the co-signing of the ASP Director.
  - Completing monthly or quarterly event proposal documentation as assigned by the ASP Director.

- Completing an evaluation of every event to be turned in to ASP Assistant Director for Marketing & Assessment after each event.
- Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc. with guidance from the Asst. Director for Marketing & Assessment
- Outlining a projected budget for each quarter and completing necessary proposals for review by the ASP Director before booking films.
- Produce film events that enhance the Western student community by:
  - Planning, booking and making other arrangements for the films.
  - Making arrangements for room reservations, set-up, and security personnel.
  - Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator – Arts & Entertainment.
  - Providing oversight for day-of-show arrangements and troubleshooting any emergencies that arise, in conjunction with ASP Assistant Director for Logistics and involving the ASP Director and/or Advisor when appropriate.
  - Working with the VU Finance Office to arrange for timely return shipping of all films.
  - Preparing fall line-up of events during the summer. Working with the ASP Director and Advisor during the summer to process paperwork and ensuring that publicity will be ready for Fall Quarter events.
  - During the summer, working with the ASP Director to plan and book a large-scale “back-to-school outdoor movie event”.
  - Attending all films put on by the Films Program unless special arrangements are made to substitute with a trained ASP Production Assistant or volunteer.
  - Being responsible for booking and overall coordination of two (2) large-scale Film events per year (one in fall quarter and one in spring quarter) each with a target attendance of 800 and four to six (4 – 6) other events throughout the year each with a target audience of 300 – 600.

### **Wage**

Starting hourly rate of \$12.80.

### **Reportage**

This position reports directly to the 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 26, 2014 by motion ASB-14-W-47.