



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

AS Productions

ASP Director

### **About the Position**

The ASP Director is responsible for the overall operations of AS Productions including training, supervising, and evaluating ASP staff, facilitating office communication, maintaining liaison relationships with other offices in the AS and Viking Union, and generally ensuring that programming is of high quality and meeting the needs of students at WWU.

### **Position Classification**

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

### **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 four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 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**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills.
- Conflict management knowledge or experience.
- Basic computer skills including Word, Excel, Publisher and Outlook.

- Basic knowledge of department and position specific responsibilities.
- Event planning experience.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - o 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.).
  - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staffdevelopments.
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o 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,
  - o Developing and maintaining a legacy document as required by the AS EmploymentPolicy.

### **Position Responsibilities**

- Reliably fulfill the leadership functions of an AS Director-level employee by:
  - o Devoting an average of 19 hours per week to fulfilling the responsibilities of the position,
  - o Maintaining a minimum of 10 publicly-posted office hours perweek.
  - o Attending AS Management Council and serve on other AS committees as approved by AS Board.
  - o Acting as spokesperson for AS Productions and be available for speaking engagements to represent AS Productions,
  - o Acting as a liaison between ASP staff, other AS offices, Viking Union offices, and the external community through the maintenance of personal contact, e-mail, campus mail and phone calls.
  - o Supervising all personnel in AS Productions, ensuring that all staff are completing their position responsibilities in a satisfactory manner and that the quality of ASP programming is as high as possible.
- Facilitate effective communication and workflow in the ASP office by:
  - o Scheduling and leading all ASP-wide staff meetings.
  - o Meeting at least bi-weekly with ASP Advisor to keep him/her updated on personnel issues, upcoming events, strategic vision, staff development plans, etc., as well as to seek guidance with these areas.
  - o Facilitating weekly or bi-weekly meetings with each of the five event coordinators to stay informed about upcoming events and to strategize methods for effective and creative promotion and assessment,
  - o Serving as a resource person and supportive leader to both the Marketing Coordinators and the Event Coordinators by offering guidance and suggestions on both promotions and event conceptualization, when appropriate,
  - o Facilitating a weekly Supervision Team meeting with the ASP Asst. Director for Marketing & Assessment and the Logistics &Volunteer Coordinator for the purpose of keeping open

communication among the leaders of ASP as well as determining a course for future success and improvements.

- Ensure that all business operations of the ASP office are timely and efficient by:
  - o Serving as Administrative Budget Authority for ASP program areas, as well as budget authority for the ASP Administration budget, and co-sign on expenditure requests, offers, and contracts for ASP program areas,
  - o Monitoring all ASP budgets to ensure programming commitments do not exceed budget resources.
  - o Communicating with the ASP Assistant Director for Marketing and Assessment about the progress and potential outcomes of any ASP office engaged in the AS Assessment Process, which is overseen by the Structure and Program Advisory Committee (SPAC).
  - o Approving all event-related forms including, but not limited to, co-sponsorship agreements, event proposal forms, projected event budgets, offer letters for performers, and contracts.
  
- Supervise and support event planning efforts of AS Productions by:
  - o Guiding event coordinators through their long-range planning and scheduling of events,
  - o Providing training to all ASP staff on effective event planning, budget management, and AS policies and procedures, with assistance from the ASP Advisor,
  - o Attending ASP events regularly (at least two per office per quarter, more if possible),
  - o Leading post-event debriefs with appropriate event staff,
  - o Making every effort to attend all large-scale ASP events.
  
- During summer quarter, ensure ASP preparedness for the academic year by:
  - o Ensuring that all ASP events are being successfully planned for fall quarter and all staff questions are answered,
  - o Acting as point of contact between performers and programmers.
  - o Acting as point of contact between programmers and support positions (Publicity Center, Finance Office, AS Business Office, Reservations Office, etc.).
  - o Communicating with ASP staff members to keep them apprised of upcoming events, training, and provide other important information throughout the summerbreak,
  - o Expediting paperwork, i.e. contracts, expenditure requests, correspondence, space request forms, publicity request forms, etc. Work side-by-side with the Asst. Director for Marketing & Assessment to fulfill all summer responsibilities while also doing sufficient planning for the upcoming academic year's programming and staff development,
  - o Collaborating with other Summer AS Staff to implement AS programming and outreach during Summer Start and Transitions,
  - o Becoming familiar with office procedures, programs, and budgets, etc. of the AS.
  - o Meeting regularly (at least bi-weekly) with the ASP Advisor,
  - o Ensuring that coordinators' summer work hours are being fulfilled.
  - o Developing and implement communication and administrative systems for the office,
  - o In conjunction with the Publicity Center, developing promotional campaigns to gain visibility for ASP from the start of fall quarter,
  - o Planning activities (games, giveaways, etc.) for ASP to gain visibility and garner student support during AS Fall Info Fair,
  - o Ensuring that ASP has event publicity ready for Fall Info Fair.
  - o In conjunction with ASP Advisor, making necessary edits to the annual Taste Test survey for implementation at SummerStart and early Fall quarter.

- o Maintaining effective communication with all office staff for a smooth transition between Summer and Fall quarters,
- o Organizing and prepare the office for the upcoming year.
- o Planning at least one poster sale to take place early in fall quarter to supplement the administrative budget for conference and office expenses,
- o Ensuring that the promotions for the fall ASP Poster Sale in the VU Gallery will be effective,
- o Planning fall ASP training in conjunction with ASP Advisor.
- o Reviewing, revising and updating the ASP Staff Manual, to be completed by the time of the ASP retreat.
- o Working with ASP Advisor to gain a proficient knowledge of assessment techniques,
- o Performing other duties as needed to support the ASP office as a whole.

**Wage**

Starting hourly wage of \$14.29.

**Reportage**

This position reports directly to AS Vice President for Activities.

**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.**