



**Associated Students of Western Washington University**  
AS Productions  
Pop Music Coordinator

**About the Position**

The Pop Music Coordinator is responsible for planning and implementing a series of popular music concerts featuring local, regional, national, and internationally known performers, as well as an annual Pop Music Industry Conference.

**Position Classification**

Coordinators provide programming for the 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 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 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 the department and position specific responsibilities.
- Experience booking or organizing events, especially live music events.
- Familiarity with music that is currently popular among Western students.

### **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:
  - Working in cooperation with other ASP offices to avoid planning events that conflict with one another.
  - 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 Logistics & Volunteer Coordinator as well as the Marketing Coordinator – Music & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities, during fall training.
  - 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**

- Produce high quality music events that enhance the Western student community by:
  - Booking and coordinating two (2) large-scale concerts per year (one in fall quarter and one in Spring Quarter) each with a target attendance of 900 – 1500 as well as four to six (4 – 6) other concerts throughout the year each with a target audience of 400 – 800.
  - Booking acts that include a variety of local, regional, and nationally known acts.
  - Making all necessary arrangements for concerts, including contract negotiation with agents and/or artists.
  - Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator – Music & Entertainment.
  - Providing oversight for day-of-show arrangements and troubleshooting any emergencies that arise, in conjunction with ASP Logistics & Volunteer Coordinator and involving the ASP Director and/or Advisor when appropriate.

- Being present to work all Pop Music events.
- Lead the planning and implementation of the Pop Music Industry Conference which involves constructing panels, workshops, networking sessions, and artist showcases, focused on educating current students and local artists who have aspirations to become industry professionals.
- Ensure proper and responsible use of student funds by:
  - Processing all expenditure requests necessary for the events according to Business Office Deadlines (absolute minimum one week, recommended one month).
  - Outlining a projected budget for each event and complete necessary proposals for review by the ASP Director and ASP Advisor before making any offers.
  - Completing event proposal forms as assigned by the ASP Director.
  - Completing an evaluation of every event to be turned in to ASP Director no later than two weeks 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.
  - Being responsible for allocation, expenditure and monitoring of Pop Music budget with the co-signing of ASP Director.
- During summer quarter, ensure AS Pop Music preparedness for the academic year by
  - Ensuring that the booking and event coordination is completed for the fall quarter large-scale concert in time for the event to be effectively promoted and executed in a smooth and timely manner.
  - Preparing fall line-up of events. Work with the ASP Director and Advisor during the summer to process paperwork and handle event logistics.
  - Assisting in the execution of the Summer Noon Concert Series, as a means to gain additional training and experience.
  - Collaborating with ASP Director to implement AS programming and outreach during SummerStart and Transitions.
  - Meeting weekly with the ASP Advisor and ASP Director.
  - Ensuring that the promotions for the fall concert line-up and any office-wide promotional campaigns are completed and ready for timely distribution, in conjunction with the ASP Director.
  - Working to maintain existing, and establish new, positive working relationships with agencies and other industry professionals.
  - Submitting reservations for the large-scale spring quarter concert and the Pop Music Industry Conference.

### **Wage**

Starting hourly wage of \$12.80.

### **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 September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.