



**Associated Students of Western Washington University**  
**AS Productions**  
**Special Events Coordinator**

**About the Position**

The Special Events Coordinator is responsible for planning, promoting, and implementing specialty events for the campus designed to bring people together for the purpose of entertainment and community building. ASP Special Events provides large events designed to bring people together for entertainment and community-building. Events include comedy, spoken word, lectures, cultural music, theater, and various novelty events that meet the entertainment needs of Western students.

**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 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 during the academic year and 10 hours over summer quarter. 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.
- Experience with event planning, preferably in a college setting.

### **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 staff developments,
  - 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 Employment Policy.

### **AS Productions Responsibilities**

- Enhance communication, collaboration, and team cohesion within AS Productions by:
  - o Attending weekly or bi-weekly meetings with the ASP Director to keep them informed about upcoming events and program status as a whole,
  - o Working in cooperation with other ASP offices to avoid planning events that conflict with one another.
  - o Attending all ASP staff meetings as scheduled by the ASP Director,
  - o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter,
  - o Talking with the Logistics & Volunteer Coordinator 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 training,
  - o Maintaining a minimum of 5 publicly-posted office hours per week.
- Ensure the proper and responsible use of student funds by:
  - o Being responsible for allocation, expenditure and monitoring of Special Events budget, as well as the separate Late Night Events budget, with the co-signing of ASP Director,
  - o Outlining a projected budget for each quarter and complete necessary proposals for review by the ASP Director and ASP Advisor before booking performers,
  - o Completing event proposal forms as assigned by the ASP Director.
  - o Completing an event evaluation for each event to be turned in to the Director no more than 2 weeks after each event,
  - o 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.

## Position Responsibilities

- Produce high quality special events that enhance the Western student community by:
  - o Planning two large-scale four-hour Late Night events, one scheduled within the Viking Union during Welcome Week in the Fall quarter, one additional in Winter quarter, scaled for an attendance of approximately 2000 students and between the hours of 8:00pm and 1:00am.
  - o Planning two daytime programs, one in Fall quarter and one in Winter quarter, to be scheduled before 5:00pm.
  - o Planning novelty attractions for the Spring outdoor annual Lawnstock event in coordination with the AS Pop Music Coordinator,
  - o Planning the annual Last Comic Standing event, at least one motivational speaker, at least one comedian and 1-2 additional events throughout the year, with the expectation that each serve at least 200 students in attendance. These events may be collaborative with other AS departments and offices,
  - o Outlining a projected budget for each event and reviewing it with ASP Director before any firm offers are made.
  - o Selecting of performers and handling contract negotiations with agents and/or performers,
  - o Making arrangements for room reservations.
  - o Submitting all expenditure requests necessary for the events in a timely fashion,
  - o Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator - Arts & Entertainment,
  - o 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,
  - o Work all events planned by ASP Special Events.
  - o Developing and maintaining resources on performers, agencies, and other industry contacts.
  
- During summer quarter, ensure AS Special Events preparedness for the academic year by:
  - o Preparing fall line-up of events. Work with the ASP Director and Advisor during the summer to process paperwork and handle event logistics,
  - o Ensuring that the booking and event coordination is completed for the fall quarter VU Late Night event to be effectively promoted and executed in a smooth and timely manner,
  - o Collaborating with ASP Director to implement AS programming and outreach during SummerStart and Transitions,
  - o Meeting weekly with the ASP Advisor and ASP Director.
  - o Ensuring that the promotions for the fall event line-up and any office-wide promotional campaigns are completed and ready for timely distribution, in conjunction with the ASP Director.
  - o Working to maintain existing, and establish new, positive working relationships with agencies and other industry professionals,
  - o Submitting reservations for as many annual events as possible,
  - o Performing other duties as needed to support the ASP office as a whole.

## 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 February 10<sup>th</sup> 2017 by motion ASB-16-W-32.**