



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

AS Productions

Underground Coffeehouse Programming Coordinator

### **About the Position**

The Underground Coffeehouse Programming sponsors free weekly concerts featuring students, local and regional performers, weekly open mics to give Western students and local community musicians the opportunity to share their talents, trivia nights and other specialty programming to allow students to engage actively and meet others in their campus community, and weekly club sponsored events to provide a venue for clubs to outreach to the community and gain more active participation in their events. The Underground Coffeehouse provides free comprehensive and accessible programming Monday through Thursday in the Viking Union Underground Coffeehouse VU 350.

### **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 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 local and regional music scene.

### **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 Production 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 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 - Music & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities,
  - o Maintaining a minimum of 5 publicly-posted office hours per week,
  - o Performing other duties as needed to support the ASP office as a whole.

### **Position Responsibilities**

- Ensure the proper and responsible use of student funds by:
  - o Being responsible for allocation, expenditure, and monitoring of UGCH budget with co-signing of ASP director,
  - o Maintaining an Expenditure Request and Contract tracking system to record budget allocations and agreements,
  - o Completing monthly or quarterly event proposal documentation as assigned by the ASP Director.

- o Completing an evaluation of every event to be turned in to ASP Assistant Director for Marketing & Assessment after each week of programming and performances,
  - o Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc. with guidance from the Assistant Director for Marketing & Assessment,
  - o Outlining a projected budget for each quarter and complete necessary proposals for review by the ASP Director and ASP Adviser before booking performers,
  - o Processing necessary expenditure requests and contracts.
- Provide comprehensive and accessible programming in the Underground Coffeehouse by:
    - o Being responsible for planning one open mic night taking place from 7pm to 10pm each Tuesday night during the quarter, staffed by a well-trained ASP Production Assistant or Volunteer.
    - o Being responsible for planning one coffeehouse style music event per week, taking place each Wednesday night during the quarter,
    - o Collaborating with the AS Club Coordinator to develop a schedule for club hosted and run events to take place on Thursday nights,
    - o Being responsible for planning one specialty program on Monday nights each week, which may include, but is not limited to, trivia nights, jazz nights, karaoke nights, etc.
    - o Periodically conducting surveys of students and ASP co-workers for ideas as to which acts, genres, and special events would work best in the Coffeehouse,
    - o Negotiating contracts with agents and/or artists.
    - o Arranging for space reservations, set-up, technical, and other performance needs,
    - o Working closely with Event Services Staff to ensure they are informed about upcoming events.
    - o Providing oversight for day-of-program arrangements and troubleshoot any emergencies that arise, in conjunction with ASP Logistics and Volunteer Coordinator and involving the ASP Director and ASP Advisor when appropriate,
    - o Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator-Music and Entertainment,
    - o Attending all Underground Coffeehouse concerts and events or designating someone to attend in their place. This includes: Oversight of sign-ups at 6:30pm and emcee for Trivia Night and Open Night for the duration of the event,
    - o On Concert Nights: Making arrangements to meet artists before the event to facilitate load-in, set-up, and sound check and remaining in the coffeehouse for the duration of the concert.
    - o Preparing fall line-up of events working with the ASP Director and Advisor during the summer to process paperwork and handle event logistics,
    - o Developing and maintaining resources on performers, agencies, and other industry contacts,
    - o Collaborating with Special Events Coordinator on Late Night events when requested,
    - o Performing other duties as needed or assigned by the ASP Director.
- Build and maintain a successful working relationship with the Viking Union Facilities staff as well as the Dining Services staff who oversee the Underground Coffeehouse by:
    - o Working closely with University Dining Services Staff to ensure they are informed about upcoming events.

- o Ensuring the sound level of the events must be in accordance with Viking Union sound level restrictions for the space (currently set at 85 decibels), which generally excludes drum kits unless brushes are used in place of drumsticks,
- o Reviewing "Underground Coffeehouse Guidelines" document for additional details.

**Wage**

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