Position Description

Department: Associated Students Productions

Job Title: Producer

Position Overview: Under the direction of the Student Leadership and Productions department, and the general supervision of the Program Advisor, Producers perform a variety of skilled tasks requiring previous experience and or specialized education or performs work requiring considerable discretion in judgment and decision making including responsibility for coordinating the work of a group of lower level student employees, and non-routine tasks that require considerable on-the job training and/or specialized skills.

Duties: Employees work both independently and as part of an assigned work team on major event creation, production and evaluation including, but not limited to, the following events:
  o Big Show
  o Annual Comedy
  o Annual lecture event
  o Big Politics
  o Summer Movie Series (every Thursday afternoon/evening June through August)
  o Final Flips (week before finals each semester)
  o We The People Fall political fair
  o Earth Fair
  o AS Banquet
  o Event consultation/production for all A.S. departments
  o Attends weekly staff meeting (1.5 hours)
  o Attends weekly one-on-one (.5 hours)
    • Oversees budget related to programs as assigned
    • Recruits, trains and works with a minimum of two volunteer assistants
    • Participates in leadership/skill trainings as assigned.

Qualifications:
  • Must be currently enrolled as a CSUN student.
  • Ability to lift and carry up to 25 pounds.
  • Ability to stand for long periods of time.
  • Ability to work in a variety of indoor/outdoor environments.
  • Ability to work a variety of hours including early morning, evening, late nights and weekends on occasions.
  • Ability to work successfully in a team-oriented environment
  • Ability to direct and supervise the work of others

Rev. 7/1/2017
SPECIALIZED SKILLS/TRAINING REQUIRED

- Students hired into this position are required to pass the campus safe driver training program and become certified to drive an electric cart on campus.
- Sexual Harassment training for supervisors – required training.
- Basic First Aid – required training.
- Safe back and lifting on-line course – required training.

SKILL DEVELOPMENT: Student employees in this position will learn and practice the ability to:

- Work with a team of student and professional colleagues in a professional event production environment. Practice professional-level work skills and behaviors.
- Train and mentor the work of peers in volunteer positions within Productions.
- Provide professional-level event consultation services to department and campus colleagues.
- Manage key records and processes of the Associated Students.

PERCENTAGE OF TIME:
- Event Production: 75%
- Supervision and training of volunteers: 10%
- Program budget related tasks: 5%
- Skill and leadership training/development: 5%

Location: USU-100

Hours: up to 20 hours per week; including event hours

Classification: Class II

Salary Range: $12.50-$16.00/hour

Desired Major(s): any

Desired Class Level(s): any

HOW TO APPLY

Please use the regular application available on the AS web page at www.csunas.org. Inquiries should be made to the Productions Program Advisor at (818) 677-2477 or at the AS Student Leadership Office in the University Student Union, room 100.

REQUESTED DOCUMENTS

- Associated Students application
- Resume (optional)

Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.

Rev. 7/1/2017