**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 Coordinator, 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:
- Big Show
- Annual Comedy
- Annual lecture event
- Big Politics
- Summer Movie Series (every Thursday afternoon/evening June through August)
- Farmers Market (every Tuesday fall/spring semester)
- We The People Fall political fair
- Earth Fair
- Sol Fest
- AS Banquet
- Event consultation/production for all A.S. departments
- Attends weekly staff meeting (1.5 hours)
- 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.

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• Ability to work successfully in a team-oriented environment
• Ability to direct and supervise the work of others

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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Production</td>
<td>75%</td>
</tr>
<tr>
<td>Supervision and training of volunteers</td>
<td>10%</td>
</tr>
<tr>
<td>Program budget related tasks</td>
<td>5%</td>
</tr>
<tr>
<td>Skill and leadership training/development</td>
<td>5%</td>
</tr>
</tbody>
</table>

Location: USU-100

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

Classification: Class II

Salary Range: $13.50-$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 Coordinator 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)

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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.