

ASSOCIATED
STUDENTS



Department: AS Sport Clubs

Title: MSN Executive Producer

Position Overview: In charge of managing, scheduling and overseeing Associate Producers, interns, and volunteers, supervising all activities involving the live-streaming of Sport Clubs games/competitions, create content for the Sport Club program and various sport clubs, and collaborate with office supervisor to create the Sport Clubs Newsletter.

Duties: Train, schedule and oversee Associate Producers, prepare equipment for live-streams, communicate with club executive board members to coordinate live-streams and other content, communicate with IT to reserve live-stream equipment, schedule and lead weekly program meetings, promote and market MSN, work with the office supervisor to write and distribute the Sport Clubs Newsletter, decide on equipment purchases when needed, be a liaison between the MSN staff and professional staff, manage MSN annual budget, create and upload content and footage.

Qualifications: Must be currently enrolled as a CSUN student. Must be organized, responsible, possess strong leadership skills, have good time management, written and oral communication and customer service skills. Desired skills include experience with Adobe editing software, experience with DSLR cameras/equipment.

Hours: Up to 20 hrs/ week

Classification: III

Salary Range: \$17.78 to \$18.74

Wage: \$17.78

Desired Major(s): Cinema, Television and Arts, Communications, Journalism, Broadcasting, or other related fields.

Desired Class Level(s): Any

