

University Commons and Student Activities

Student Staff

Production Services Coordinator

- A. Staff and coordinate set-up and/or clean-up operations for all appropriate events: CAB, student organizations, University Commons users, and facility rentals.
1. Be responsible for quality control as related to set-up and strike details; coordinate with Production Manager to assure Technical Specialist or Building Manager work and supervise most events (especially those requiring substantial detail).
 2. Assign Building Managers and crew members to individual jobs; generate daily/weekly work schedules for all building managers and crew members utilizing the EMS reservation system.
 3. Be aware of and able to communicate to Building Managers and crew the set-up and clean-up standards/requirements of any particular job or facility. Serve as working member of the Production Services crew, as necessary
 4. Meet with Assistant Director and Production Manager to discuss payroll details, crew changes, equipment and supply needs, etc.
 5. Make sure that Building Managers and/or crew members working without supervision have access to areas to be set-up and/or cleaned and to all necessary supplies and equipment.
 7. Make sure that sufficient cleaning supplies are available.
 8. Respond to last minute changes in schedule
 9. Serve as a paraprofessional member of the Student Activities staff
- B. Work with appropriate staff to maintain equipment and supplies to support operations.
1. Coordinate technical services requirements with Technical Specialist, Building Manager or appropriate staff; document Technical Specialist/Building Manager/staff's schedule along with Production Services Crew.
 2. Make sure that all equipment is operating properly and accessible.
 3. This position may be required to drive state vehicles or rented vehicles in the course of departmental, divisional, or university business
 - 4.. Other duties as assigned.

Educational Outcomes

1. Supervisory and leadership skills
2. Training and development of student employees
3. Crisis management and problem-solving skills
4. Quality control
5. Organization, writing, and communication skills
6. Operation of technical/audio visual equipment
7. Time management
8. Computer experience (Event Management System, Meeting Maker, Microsoft Outlook, WordPerfect, Microsoft Word, etc.)
9. Customer service
10. Collaborative work with a diverse constituency
11. Resource management
12. Process improvement
13. Multi-tasking

Selection Criteria

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| Required: | Attention to detail
Extremely flexible schedule
Physical capable and willing to work hard |
| Preferred: | Supervisory experience and/or skills
Experience with quality control |
| Desired: | Good communication skills
Involvement in some area of campus life
Good computer skills
Building Manager/Crew experience helpful |