

Job Description



Event Production Assistant

Department	Programming & Venues	Reports to	Manager – Programming & Venues
Location	2-900 SUB	Position Type	Student Term
Position Level	Student Term	Salary Range	Jan-April: \$1427.04/month
Date revised	14 November 2016	Date position filled	Jan 2, 2017

JOB SUMMARY

The Event Production Assistant reports to the Manager of Programming and Venues and is responsible for assisting in the operational delivery of a variety of programming and events on campus.

This is a student term position, running January 2017 – April 2017.

Possible hours are available in December 2016 to facilitate employee training, depending on the successful applicant's schedule. Hours to be paid out at hourly equivalent to posted salary.

ROLE AND RESPONSIBILITIES

- A variety of administrative tasks related to the running of the Programming & Venues Department, in the wide range of administrative, scheduling, booking, record keeping and other relevant roles.
- Facilitate the promotion and marketing of Students' Union events.
- Work with the Manager of Programming & Venues to ensure the successful delivery of the Students' Union Alternative Programming such as the Performance Series and a variety of live shows.
- Day of show setup and takedown assistance
- Submit regular reports including monthly reports and project reports.
- Perform other job-related duties as required by the Manager of Programming and Venues.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Must be registered as an undergraduate student at the University of Alberta during the term of employment, and must be a Students' Union member.
- Ability to work independently and as a contributing member of a team.
- Ability and willingness to work with people in a respectful, diplomatic and credible manner.

PREFERRED SKILLS

- Volunteer Management
- Event Management
- Project Management
- Knowledge of the Students' Union

WORKING CONDITIONS

- 25 hours per week January - April
- Willingness and ability to work varying hours – including weekends and evenings.