### ASP Special Events Coordinator

**AS Productions**

$15.35/hr

10-15 hrs/week

4 quarter

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**ABOUT THE OFFICE**

AS Productions (ASP) creates activities and events for Western students and their communities. AS Productions presents films, concerts, art gallery exhibitions, comedy, speakers, and other events featuring artists and issues that provoke thought and deepen appreciation of the arts.

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**ABOUT THE POSITION**

This position plans specialty events for the campus designed to bring people together for the purpose of community building and entertainment. Events include comedy, spoken word, lectures, dance, theater, and various interactive or novelty events that meet the entertainment needs of Western students.

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**OFFICE RESPONSIBILITIES**

- Maintain at least 5 publicly-posted office hours per week
- Plan short-and long-term goals with office staff
- Continually receiving feedback from participants of events and services
- Assist with the coordination of activities and tabling for all events
- Be available to campus departments and media to represent the office and its programs
- Promote teamwork and collaboration throughout AS Productions

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**POSITION RESPONSIBILITIES**

- Plans 3-4 events per quarter that are unique from those put on by other ASP offices, with guidance from ASP Director and ASP Advisor
- Coordinates all conceptual and logistical aspects of events, including venue reservations, speaker/performer booking, & staffing
- Works with ASP Marketing Coordinator to promote all events
- Manages the budget to use funds effectively throughout the full year
- Hosts two late night (9pm-1am) festival/carnival style events per year
- Provides an interactive attraction to the annual Lawnstock festival

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Term begins the Monday before Summer quarter begins and ends the Friday of the following Spring quarter. Employees may continue in position for additional years, depending on performance evaluation.
REQUIRED QUALIFICATIONS

- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

PREFERRED QUALIFICATIONS

- Experience with event planning, preferably in a college setting
- Effective organizational and time management skills
- Ability to work independently and responsibly
- Knowledge or experience with Budget Management
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
- Ability to work within deadlines and problem solve
- Ability to identify and work on removing inequities, barriers, and forms of oppression that may be present in the programming or services of this position
- Ability to communicate in an effective manner that is welcoming to wide variety of people

*This job description is subject to change in accordance with the AS Personnel Policy.*

*The Associated Students is an Equal Opportunity Employer.*

*Revised March 2021 by Personnel Director.*