Assistant Director of Logistics

AS Productions  $15.70/hr  15 hrs/week  3-Quarters

Term begins Fall quarter and ends the Friday of Finals Week the following Spring quarter. Employees may continue in position for additional years, depending on performance evaluation.

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.

ABOUT THE POSITION

The Assistant Director for Logistics supervises ASP Production Assistants, Viking Union Gallery Attendants, and all ASP volunteers. This position ensures proper levels of staffing at all ASP events, as well as assisting event coordinators with a variety of critical event planning logistics.

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

POSITION RESPONSIBILITIES

- Supervise and assist in scheduling the work of Production Assistants, Gallery Attendants, and volunteers
- Facilitate meetings for the ASP Logistics staff
- Work with event coordinators to develop event staffing plans
- Setting the quarterly work schedule for all Viking Union Gallery Attendants to ensure full coverage
- Recruiting and on-boarding new volunteers to support ASP activities
- Co-facilitate ASP staff meetings with another Assistant Director and Advisor
### 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.
- Being awarded work study from Financial Aid is not required for this position, but can be applied to this position.

### PREFERRED QUALIFICATIONS

- Experience successfully leading volunteers, peers, or employees
- Experience with event planning, preferably in a college setting
- Highly proficient written and verbal communication skills
- Effective organizational and time management skills
- Ability to work independently and responsibly
- 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
- Conflict management knowledge or experience
- Ability to use office productivity software and to assist others in using programs such as Word, Excel, and Outlook.

---

*This job description is subject to change in accordance with the AS Personnel Policy. The Associated Students is an Equal Opportunity Employer. Revised September 14th, 2021 by Personnel Director.*