# ASP Underground Coffeehouse Coordinator

**AS Productions**  
$15.35/hr  
15 hrs/week  
3 quarters

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*Term begins approx. two weeks prior to Fall quarter and ends the Friday of Finals Week the following Spring quarter. Position completes 30 hours of work in late summer to plan fall events. Employees may continue in position for additional years, depending on performance evaluation.*

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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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## 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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## ABOUT THE POSITION

This position plans weekly concerts, open mic nights, and specialty programming such as comedy, trivia, and spoken word, in the Underground Coffeehouse (3rd floor of the Viking Union). These free events create a comfortable and welcoming community while exposing students to emerging local and regional talents.

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## POSITION RESPONSIBILITIES

- Plans and implements a weekly series of open mic nights, concerts, and rotating specialty programming, happening 3 - 4 nights per week
- Coordinates all conceptual and logistical aspects of events, including artist booking, staffing, & arranging co-sponsors for specialty nights
- Works with ASP Marketing Coordinator to promote all events
- Manages the budget to use funds effectively throughout the full year
- Hosts an annual battle-of-the-bands event, and co-coordinates the Arts Industry Conference
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

- Knowledge of local and regional music scene
- 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.