

**ASSOCIATED STUDENTS
PRODUCTIONS
AS CENTENNIAL EVENT
COORDINATOR**

AS Productions Statement of Purpose:

The purpose of AS Productions is to provide a comprehensive program of student activities and events for the campus and Bellingham Community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment, educational and cultural events.

AS Centennial Statement of Purpose:

The Centennial Events Coordinator is responsible for planning, promoting, and implementing specialty events for the campus designed to bring people together for the purpose of entertainment and community-building around the 100th anniversary of the Associated Students. Planning a minimum of 3 main events (one per quarter) - a kick off event at the beginning of the year, Alumni recognition event, and big spring bash - The coordinator will work in coordination with Associated Student's programs and organizations to promote this occasion and the Associated Students history.

Term of Position:

This is a four quarter position. Position begins the Monday of the first week of summer quarter and ends the Friday of finals week the following spring quarter. Summer session schedule is to be arranged with position supervisor. Position holder is required to attend the AS orientation and departmental off-site retreat prior to the start of fall quarter in addition to the regular 15 hours required during the same weeks. Payment for orientation and retreat is included in the monthly salary.

Salary:

Position earns 1.5 x salary index as established by the AS Board of Directors for the current fiscal year. This position requires on average 15 hours per week. Position holder may work more some weeks and less other weeks depending on program needs. Position holder is paid through winter and spring breaks, but is not required to maintain office hours during that time.

Reportage:

The Centennial Events Coordinator reports to Director of VU Facilities, and will work closely with the Anniversary planning committee.

Required Qualifications:

1. Must maintain a minimum of 10 credits for undergraduates, and 8 credits for graduates during entire duration of employment.
2. Must maintain a minimum 2.00 cumulative grade point average.

Recommended Qualifications:

1. Familiarity with student activities programming and/or production experience in a wide range of entertainment and cultural programs. Familiarity with spoken word, comedy, novelty, lectures, music or concert promotion is required.
2. Interest in presenting a program of cultural enrichment to the campus and Bellingham community.
3. Experience in managing complex responsibilities in a timely manner.
4. Work well under pressure.
5. Good organizational, time management, and communication Skills
6. Ability to work well with other people.

AS Responsibilities:

1. Attend AS Employee Orientation prior to the start of Fall Quarter.
2. Attend mandatory trainings put on by the Personnel Office throughout the term of the position.
3. Serve on hiring committees as suggested by the Personnel Director.
4. Follow all AS Policies and By-laws.
5. Evaluate hourly employees under your direct supervision according to the evaluations procedure outlined in the AS Employment Policy.

AS Productions Responsibilities:

1. Actively participate as an ASP team member.
2. Attend weekly or bi-weekly meetings with the ASP Director as scheduled to keep him/her informed about upcoming events and program status as a whole.
3. Attend all ASP staff meetings as scheduled by the ASP Director.
4. Attend the ASP Fall Training Retreat.

Position Responsibilities:

1. Devote an average of 15 hours per week to the AS Business.
2. Maintain a minimum of 5 posted office hours per week.
3. During the summer, preparation of fall lineup of events. This includes planning, booking, and other arrangements for the events
4. Work in association with the AS Marketing Coordinator to promote the history of the Associated Students
5. Serve on the 100 Year Associated Students/ 50 Year Viking Union Anniversary planning committee
6. Work with the Director of VU Facilities during the summer to process paperwork and ensure that things are proceeding smoothly.
7. Assist AS Special Events in planning Viking Union Late Nights throughout the year, with one of those being held at the beginning of fall quarter.
8. Work with the Publicity Center to ensure that publicity will be ready for all Anniversary-related events.
9. Responsible for working with other Associated Student Production's coordinator
10. Outlining a projected budget for each event and reviewing it with Director of VU Facilities and the Anniversary budget authority (ASVP for Activities) before any firm offers are made.
 - Selection of performers and contract negotiations with agents and/or performers.
 - Arrangements for room reservations, set-up, technical support, and security personnel.
 - Plan and design promotional materials and media releases in cooperation with the A.S. Publicity Center.
 - Submit all expenditure requests necessary for the event.
 - Plan hospitality for events.
 - Oversee last minute arrangements and trouble-shoot emergencies on the day of an event.
11. Working all events related to Centennial Events Coordinator
12. Create dynamic publicity for program events (i.e. posters, banners, press releases, PSA's, etc.).
13. Complete an event evaluation for each event to be turned in to the Director and Anniversary committee no more than 2 weeks after each event.
14. Represent the Associated Students at campus events, such as Red Square info fair, Summerstart, and Transitions Orientation.
15. Maintain and update program resource files and event archives.
16. Work in cooperation with the ASP, ROP, and other AS offices to avoid planning events that would conflict with each other.
17. Perform all additional duties as assigned by the ASP Director and the Anniversary Planning Committee.

The Associated Students is an Equal Opportunity Employer

Job Descriptions are subject to change in accordance with the AS Employment Policy