POSITION DETAILS

DESCRIPTION

Production Supervisors work closely with the Production Student Staff Manager and Operations Coordinator to oversee all aspects of event production and staffing for Norris Center Production Staff, a group of approximately 70 student staff. Production Supervisors will be highly trained in both room set-ups and A/V. Production Supervisors will also drive a vehicle, supporting certain Norris satellite locations and other events outside of Norris.

HUMAN RESOURCES DETAILS

Shifts: 8-12 hours/week • Mornings, evenings, and weekends available
Shift Locations: Rotating, between Norris and offsite locations, on a bi-weekly basis
Starting Wage: $11.00/hour
Reports To: Operations Coordinator

ESSENTIAL FUNCTIONS

Under the umbrella of Events Production, Production Supervisors report directly to the Operations Coordinator. Production Supervisor responsibilities include working with the Production Student Staff Manager, Operations Coordinator, Technical Services Manager, and Tech Specialists to ensure completion of shift supervision, training, recruitment, and hiring for Production Staff. Production Supervisors serve as leaders on each shift, working closely with other departments to ensure appropriate scheduling of room setups and audio/visual setups, special needs, and checking in with event clients. Production Supervisors are also responsible for maintaining inventory and storage of set-up and audiovisual equipment.

Production Supervisor duties include attending one weekly meeting with all the Production Supervisors led by the Production Student Staff Manager, and one biweekly meeting with the Operations Coordinator. The Supervisors are expected to maintain a regular work schedule, including rotations. All Production Supervisors are expected to participate in a paid fall training (approximately two weeks prior to fall quarter). Production Supervisors must also assist in fall recruitment and training for Production Staff, attend student staff orientation in January and October, complete Mid-year and End of Year evaluations, observe and evaluate Production Staff who they oversee, and attend regular staff development and advancement opportunities throughout the academic year.

MINIMUM SKILLS AND QUALIFICATIONS

Current Northwestern University student
Fine attention to detail, professionalism, dependability, customer service and communication skills
Ability to work autonomously and in team settings
Must be able to lift up to 35lbs
Must have clear hearing either naturally or via a listening device (i.e. hearing aid)
Previous work experience at Norris Center is strongly preferred but not required
Previous experience (work, academic, or extracurricular) with events preferred but not required
Previous experience (work, academic, or extracurricular) with audio/visual equipment preferred but not required
Work-Study eligibility is preferred but not required