Production Assistant

POSITION DETAILS
The Norris Center Production Assistants are vital members of the Event Production team. They are responsible for the setup and teardown of equipment and A/V for all events in the Norris Center, serving a wide range of clients in the building.

HUMAN RESOURCES DETAILS

Shifts: 8-12 hours/week • Mornings, evenings, and weekends available
Starting Wage: $10.00/hour
Reports To: Production Staff Supervisors, Production and Operations Student Staff Manager, & Operations Coordinator

ESSENTIAL FUNCTIONS
Production Assistants report directly to the Operations Coordinator, and to Production Supervisors while on shift. Duties include providing the physical labor required for the setup and teardown of events, performing various administrative and operational tasks as assigned, and ensuring the effective daily operation of all events and services in the Norris Center, while maintaining the highest level of customer service. Students in this role work in a team environment to set-up equipment for all events, including conferences and meetings, in the Norris facility.

The position requires maintaining a regular weekly schedule, as well as scheduled rotational shifts on Friday nights and shifts throughout the day on Saturday. Assistants must attend quarterly meetings, trainings, and regular staff development and advancement opportunities throughout the academic year. Staff members in this position are also subject to mid-year evaluations by the Operations Coordinator and are expected to complete pre-year, mid-year, and post-year learning assessments. Opportunities for leadership roles and advancement are available through the student employment program at Norris.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University undergraduate student
- Fine attention to detail, professionalism, dependability, and communication skills
- Ability to work under the direction and supervision of a student supervisor
- Must be able to lift up to 25lbs
- Must have clear hearing either naturally or via a listening device (i.e. hearing aid)
- Work-Study eligibility is strongly preferred but not required