Performance and Satellite Venues Supervisor

DESCRIPTION
The Norris Center Performance Venues Supervisors work closely with the Production Coordinator to oversee staffing and operations of the Norris Center Performance and Satellite Venues including Cahn Auditorium, Ryan Family Auditorium, Shanley Pavilion, and Lutkin Hall.

HUMAN RESOURCES DETAILS
- **Shifts:** 8-12 hours/week • Mornings, evenings, and weekends available
- **Starting Wage:** $10.00/hour
- **Reports To:** The Assistant Director and the Production Coordinator from the Norris Performance Venues

ESSENTIAL FUNCTIONS
- Directly supervise the PV Attendants, including overseeing shift scheduling, and participating in evaluations of the Attendants
- Participate in the maintenance of the Venues and the Venue equipment
- Assist in setting up equipment for events
- Serve as Building Managers for the Venues, including opening and closing the Venues and overseeing events
- Assisting clients with the use of audio/visual and other Venue equipment
- Ensuring that clients are adhering to all Norris and University policies
- Leading the Production Supervisors in staff social activities, recruitment, and hiring.

Supervisors ensure that all Venue shifts are covered and that the Attendants are prepared to effectively perform their duties. Training on the setup, oversight, and maintenance of the Venues and Venue equipment will be ongoing, including paid fall training (prior to the beginning of classes fall quarter) and paid all-staff training in October. Supervisors are expected to attend regular staff development and advancement opportunities throughout the academic year. Staff members in this position are subject to quarterly evaluations by the Operations Manager, Performance Venues and must complete pre-year, mid-year, and post-year learning assessments.

MINIMUM SKILLS AND QUALIFICATIONS
- Current Northwestern University student
- Fine attention to detail, professionalism, dependability, and strong management skills
- Exceptional decision making skills
- Ability to work independently
- Previous experience at Norris Center or in Event Support required