PRODUCTION AND OPERATIONS STUDENT STAFF MANAGER

POSITION DETAILS

DESCRIPTION

The Production and Operations Student Staff Manager (POSSM) trains, evaluates, completes administrative duties, and provides direction to the approximately seventy student staff members of the Production Staff team.

HUMAN RESOURCES DETAILS

Shifts: 8-12 hours/week • Mornings, evenings, and weekends available
Starting Wage: $12.00/hour
Reports To: Production Coordinator

ESSENTIAL FUNCTIONS

The Production/Operations Student Staff Manager (POSSM) reports directly to the Norris Production Coordinator. POSSM duties include:

- Training of the Production Staff and Technical Services Staff, to ensure successful and organized operations of the audiovisual and room setups. This includes the responsibility of planning of quarterly meetings with the staff and maintaining good communication with staff members throughout the year.
- Leading the Production Supervisors in staff scheduling, payroll, personnel forms, social activities, recruitment, hiring, inventory, and equipment storage.
- Coordinating Mid-Year and End of Year evaluations of staff and supervisors and responding to disciplinary concerns with staff in coordination with the Production Coordinator and Technical Services Manager. The POSSM is expected to meet with the Production Coordinator on a weekly basis.

The POSSM must also collaborate with Center Managers to maintain good communication between departments and clients of the Norris Center and across campus. The POSSM is encouraged to attend one weekly meeting with the Center Manager Staff and the Operations Manager and a weekly meeting led by Events Planning staff to discuss upcoming events. The POSSM will work shifts and perform various administrative and operational tasks as assigned by the Event Production Staff.

The POSSM must participate in a paid fall training (approximately two weeks prior to fall quarter), assist in leading student staff orientation in January and October, be subject to quarterly reviews by the Operations Manager, complete a Mid-year and End of Year evaluation, 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, and communication skills
Exceptional management and decision making skills
Ability to work independently and in team settings
Must be able to lift up to 25lbs
Must have clear hearing either naturally or via a listening device (i.e. hearing aid)
Previous work experience at Norris Center and in management is strongly preferred but not required
Work-Study eligibility is strongly preferred but not required