

## Performance and Satellite Venues Supervisor

### DESCRIPTION

The Norris Center Performance Venues Supervisors work closely with the Production Manager to oversee staffing and operations of the Norris Center Performance and Satellite Venues including Cahn Auditorium, Ryan Family Auditorium, Shanley Pavilion, Lutkin Hall, the Great Room, and the 2122 Performance Hall. PSV student staff will also support the Norris Tech Services team in the NTS office or on events, including virtual or hybrid events.

### HUMAN RESOURCES DETAILS

**Shifts:** 8-12 hours/week • Mornings, evenings, and weekends available

**Starting Wage:** \$14.00/hour

**Reports To:** The Norris Performance Venues Production Manager

### ESSENTIAL FUNCTIONS

- Directly supervise the PSV 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
- Executing the processes of recruitment, hiring, and training

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 meetings each quarter. Supervisors in this position are subject to mid-year and year-end evaluations by the Production Manager.

### MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University undergraduate student
- Fine attention to detail, professionalism, dependability, and strong management skills
- Exceptional decision making skills
- Ability to work independently
- Previous experience at Performance and Satellite Venues required