

Doc. to Burke, 2/24/14



AS Job Descriptions changes

Proposed Motions: Approve Consent items and Review Substantive Changes Recommendations

Sponsor: *Mayra Guizar, ASVP Diversity*

Persons of Contact: *Nidia Hernandez, AS Personnel Director*

Guest Speaker: *Job Description Office Rep*

Date: *February, 26, 2014*

Attached Document-job descriptions

Background & Context

Every year personnel committee reviews any changes made to job descriptions. This year we opened up the opportunity for all advisors/staff managers/, student directors to review all their department job descriptions and submit any changes being requested to Personnel Director to be reviewed at personnel committee.

Personnel Committee in accordance with the employment policy may vote and approve any minor position changes & alterations:

“ii) Minor Position Changes & Alterations

The AS Personnel Committee may make minor revisions to job descriptions in accordance with Washington State Law and Western Washington University policies. Minor revisions are those that don't substantively change the nature of the position or the responsibilities. AS job descriptions may be adjusted at any time to fit the organization's needs “Minor revisions” to job descriptions include, but are not necessarily limited to:

- (a) Language or responsibility clarification
- (b) Job description format changes
- (c) Minor responsibility changes
- (d) And adding departmental or office responsibilities “

Consent items:

We have approved and voted on the following minor changes

**AS ASP JD

- i. Director
- ii. Films
- iii. Logistics & Volunteer
- iii. Marketing Coord (Arts & Entertainment)
- iv. Marketing Coord. (Music & Entertainment)
- v. Pop Coord.
- vi. VU Gallery Director
- vii. Underground CoffeeHouse Coord

KUGS

- AS Photographer
- AS Review Editor
- AS Elections Coord.
- AS PC Distribution coordinator

Motions:

a. **AS ASP JD

i. Director

The committee asked D. Smith about changing the office hours to 10 posted office hours. D. Smith said that there are many check-ins she is required to do and she was concerned about the time requirements, but thought that she could work it out as long as some of the 1:1s could fall in office hours if necessary. Rosenberg said that they increased the events to 2 per office per quarter which would be 10 events per quarter. She thinks that it would be better to require 1 and encourage attendance at more events.

MOTION PC-14- W- by Smith

Approve ASP Director with stipulation that office hours be increased to 10 hours per week and event attendance be decreased to 1 per office per quarter.

Second: Guizar. Vote: 4 - 0 - 0 Action: Passed



Associated Students of Western Washington University
AS Productions
ASP Director

About the Position

The ASP Director is responsible for the overall operations of AS Productions including training, supervising, and evaluating ASP staff, facilitating office communication, maintaining liaison relationships with other offices in the AS and Viking Union, and generally ensuring that programming is of high quality and meeting the needs of students at WWU.

Position Classification

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

About the Department

The purpose of AS Productions (ASP) is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal Skills.
- Conflict management knowledge or experience.
- Basic computer skills including Word, Excel, Publisher and Outlook.

- Basic knowledge of department and position specific responsibilities.
- Event planning experience.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - o Being knowledgeable of the AS organization and its general operations.
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

Position Responsibilities

- Reliably fulfill the leadership functions of an AS Director-level employee by:
 - Devoting an average of 19 hours per week to fulfilling the responsibilities of the position.
 - Maintaining a minimum of -510 publicly-posted office hours per week.
 - Attending AS Management Council weeklv-AetfvMes-Geweif-fl-eet+nt^ as an ASP feoreseftialive-&F-de:te rm in e-ad-esterree-te-fiti-thte-peter and serve on other AS committees as approved by AS Board4e.■g■.Ma^aagβmenj^0w^βll.
 - Acting as spokesperson for AS Productions and be available for speaking engagements to represent AS Productions.
 - Acting as a liaison between ASP staff, other AS offices, Viking Union offices, and the external community through the maintenance of personal contact, e-mail, campus mail and phone calls.
- » Supervising all personnel in AS Productions, ensuring that all staff are completing their position responsibilities in a satisfactory manner and that the quality of ASP programming is as high as possible.
- Facilitate effective communication and workflow in the ASP office by:
 - Scheduling and leading all ASP-wide staff meetings.
 - Meeting at least bi-weeklv with ASP Advisor to keep him/her updated on personnel issues, upcoming events, strategic vision, staff development plans, etc., as well as to seek guidance with these areas.
 - Facilitating weekly or bi-weeklv meetings with each of the five event coordinators to stay informed about upcoming events and to strategize methods for effective and creative promotion and assessment.
 - Serving as a resource person and supportive leader to both the Marketing Coordinators and the Event Coordinators by offering guidance and suggestions on both promotions and event conceptualization, when appropriate.
 - Facilitating a weekly A5P-Supervisofvion Team meeting with the ASP Asst. Director for Marketing & Assessment and the Logistics & Volunteer Coordinator for the purpose of

- o ~~Facilitating a weekly ASP Supervisory Team meeting with the ASP Asst. Director for Marketing & Assessment and the Logistics & Volunteer Coordinator for the purpose of keeping open communication among the leaders of ASP as well as determining a course for future success and improvements.~~
- o ~~Sebed-uj+ng-an 4-1-ea-d-a-l ASfiwwe-staff-meefmgSr~~
- o Guiding event coordinators through their long-range planning and scheduling: of events.
- o Providing training to all ASP staff on effective event planning, budget management, and AS policies and procedures, with assistance from the ASP Advisor,
- o Attending ASP events regularly (at least &ne-two per office per quarter, more if possible).
- o Leading post-event debriefs with appropriate event staff.
- o Making every effort to attend all large-scale ASP events.
- During summer quarter, ensure ASP preparedness for the academic year by:
 - o Ensuring that all ASP events are being successfully planned for fall quarter and all staff questions are answered,
 - o Acting as point of contact between *performers and* programmers,
 - o Acting as point of contact between programmers and support positions (Publicity Center, Finance Office, AS Business Office, Reservations Office, etc.).
 - o Communicating with ASP staff members to keep them apprised of upcoming events, training, and provide other important information throughout the *summer* break,
 - o Expediting paperwork, i.e. contracts, expenditure requests, correspondence, space request forms, publicity request forms, etc. Work side-by-side with the Asst. Director for Marketing & Assessment to fulfill all summer responsibilities while also doing sufficient planning for the upcoming academic year's programming and staff development,
 - o Collaborating with other Summer AS Staff to implement AS programming and outreach during Summer Start and Transitions,
 - o Becoming familiar with office procedures, programs, and budgets, etc.of the AS.
 - o Meeting regularly (at least bi-weekly) with the ASP Advisor,
 - o Ensuring that coordinators' summer work hours are being fulfilled,
 - o Developing and implement communication and administrative systems for the office.
 - o In conjunction with the Publicity Center, developing promotional campaifins to gain visibility for ASP from the start of fall quarter.
 - o Planning activities (games, giveaways, etc.) for ASP to Rain visibility and garner student support during AS Fall Info Fair.
 - o Ensuring that ASP has event publicity ready for Fall Info Fair.
 - o In conjunction with ASP Advisor, makinfi necessary edits to the annual Taste Test survey for implementation at SummerStart and early Fall quarter.
 - o Maintaining effective communication with all office staff for a smooth transition between Summer and Fall quarters,
 - o Organizing and prepare the office for the upcoming year.
 - o Planning at least one poster sale to take place early in fall quarter to supplement the administrative budget for conference and office expenses,
 - o Ensuring that the promotions for the fall ASP Poster Sale in the VU Gallery will be effective,
 - o Planning fall ASP training in conjunction with ASP Advisor.
 - o Reviewing, revising and updating the ASP Staff Manual, to be completed by the time of the ASP retreat.
 - o Working with ASP Advisor to gain a proficient knowledge of assessment techniques.

o Performmmg other duties as needed or assigned.

Salary

This position will receive \$10,244 per position term (approximately \$412 twice per month).

Reportage

This position reports directly to AS Vice President ef-for B usirress-a n d Q p-e-r-a-t-i-o-n-s A c t i v i t i e s.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students Is an Equal Opportunity Employer.

Revised on February-TRy-20-1-3 on-ASB-13 W-21- .



Associated Students of Western Washington University
AS Productions
Films Coordinator

About the Position

ASP Films hosts a number of specialized film festivals and special film-related events on campus each year. The selection of films and the securing of copyright licensing is the responsibility of the Films Coordinator. ASP Films presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment on campus. ASP Films hosts a number of film screening events on campus each year in order to entertain students and to increase film appreciation on Western's campus. The Films Coordinator is responsible for the planning and implementation of these events, including the selection of films and the securing of copyright licensing.

Position Classification

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department

The purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. The position requires 30 hours of planning and prep work to be done over the summer for the planning and scheduling of fall quarter's preliminary events. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge of, and interest in, a broad range of films and genres.
- Knowledge of trends and successes in the film industry and box office.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Productions Responsibilities

- Enhance teamwork and cooperation within AS Productions Enhance communication, collaboration, and the effectiveness of programming within AS Productions by:
 - o Attend weekly meetings with the ASP Director and Assistant Director to discuss and coordinate upcoming events and program status as a whole.
 - o Attending all ASP staff meetings as scheduled by the ASP Director. Attending the ASP Departmental Training prior to the start of Fall Quarter. Talking with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Arts & Recreation Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities, during fall staff development.

- o Working in cooperation with other ASP offices to avoid planning events that conflict with one another.
- o Maintaining a minimum of 5 publicly-posted office hours per week.
- o Performing other duties as needed or assigned by the ASP Director.

Position Responsibilities

Ensure proper and responsible use of student funds by:

- o Being responsible for allocation, expenditure and monitoring of the Films budget with the co-signing of the ASP Director,
- o Completing monthly or quarterly event proposal documentation as assigned by the ASP Director.
- o Completing an evaluation of every event to be turned in to ASP Assistant Director for Marketing and Assessment after each week-of-events.
- o Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc, with guidance from the Asst. Director for Marketing & Assessment
- o Outlining a projected budget for each quarter and completing necessary proposals for review by the ASP Director before booking films,
- o ~~Posting an average of 1-5 news pieces a week to fulfill the responsibilities of the position~~
- o ~~Maintaining a minimum of 5 publicly-posted office hours per week.~~

• Produce and coordinate film events that enhance the Western student community by:

- o Planning, booking and making other arrangements for the films,
- o Making arrangements for room reservations, set-up, and security personnel,
- o Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator - Arts & Q&A/Entertainment.
- o Providing oversight for day-of-show arrangements and troubleshooting any emergencies that arise, in conjunction with ASP Logistics & Volunteer Coordinator and involving the ASP Director and/or Advisor when appropriate,
- o Working with the VU Finance Office to arrange for timely return shipping of all films.
- o ~~Working with the VU Finance Office to ensure the safe storage of films.~~
- o Preparing fall line-up of events during the summer. Working with the ASP Director, Asst. Director and Advisor during the summer to process paperwork and ensuring that marketing materials and publicity will be ready for Fall Quarter events,
- o During the summer, working with the ASP Director to plan and book a film for a large-scale "back-to-school outdoor movie event", during the summer.
- o Coordinating and attending all films put on by the Films Program Coordinator unless special arrangements are made to substitute with a trained ASP Production Assistant/ or volunteer, as required.
- o Being responsible for booking and overall coordination of two (2) large-scale Film events per year (one in fall quarter and one in spring quarter) each with a target attendance of 800 and four to six (4 - 6) other events throughout the year each with a target audience of 4300 - 8600.

Salary

This position will receive \$6,222. per position term (approximately \$295 twice per month).

Reportage

This position reports directly to the AS Productions Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on February--23-MTI,by motion ASB-M-W-3Aτ



Associated Students of Western Washington University
AS Productions
ASP Logistics & Volunteer Coordinator

About the Position

The Logistics & Volunteer Coordinator supervises the two(2 - 4) ASP Production Assistants, 3-5 Viking Union Gallery Attendants, and all student volunteers who wish to be involved with AS Productions. This position is responsible for ensuring proper levels of staffing at all ASP events, for providing the highest quality service and hospitality to artists/speakers, as well as assisting event coordinators with a variety of critical event planning logistics.

Position Classification

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department

The purpose of AS Productions (ASP) is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break,

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community
- Ability to work independently and responsibly, while supervising others
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve,

- Ability to work flexible hours
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Past experience leading or managing; volunteers.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Productions Responsibilities

- Active participant as an ASP member to enhance communication, collaboration, and team cohesion within AS Productions by:
 - o Attending a weekly ASP Supervisory Team meeting with the ASP Director and the Asst. Director for Marketing & Assessment for the purpose of keeping open communication among the leaders of ASP as well as determining a course for future success and improvements.
 - o Attending all ASP staff meetings as scheduled by the ASP Director,
 - o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter,
 - o Running ASP staff meetings to facilitate the process of fulfilling event staffing needs by scheduling Production Assistants and/or volunteers as appropriate to upcoming events,
 - o Maintaining a minimum of TO-5 publicly-posted office hours per week.

Position Responsibilities

- Maintain high standards for professionalism and service among the staff of hourly employees and volunteers by:
 - o Facilitating a weekly meeting with the two-Production Assistants (and any highly involved volunteers) in order to check-in with supervisees and to learn about any issues or challenges that may have arisen at past events and to offer recommendations for how to troubleshoot future events.
 - o ~~Developing a schedule of 15 hours per week to manage the responsibilities of the position~~
 - o Supervising the two-Production Assistants (hourly employees set to staff ASP events for approximately 10 hours per week), ensuring that all of their duties are carried out effectively and with professionalism,
 - o Supervising the VU Gallery Attendants (hourly employees who greet visitors, secure the artwork, and answer questions about the exhibitions), scheduling their hours once per

quarter and ensuring that all of their duties are carried out effectively and with professionalism.

- o Supervising all student volunteers, ensuring that all of their duties are carried out effectively and that they are trained well enough to follow through on tasks accurately,
- o Serving as a resource person and supportive leader to the Production Assistants (PAs), Gallery Attendants, and volunteers by offering guidance and suggestions for how they can improve or troubleshoot, when appropriate,
- o During Red Square Info Fair and major ASP events, recruiting additional volunteers as well as pe-tertia-l-'-l'St-r-eet Team' members (volunteers with a more informal connection to the organization - help spread the word - def-me u-t-l-vb err-a be u-t-upc-em i n g-e-vente).
- o Maintaining a roster and communication network for the ASP volunteer base,
- o Submitting all necessary paperwork to Human Resources to register students as official university volunteers, including timesheets of their hours worked,
- o Monitoring the timesheets of hourly Production Assistants and provide copies of these (or access to a document online) to the ASP Advisor on a bi-weekly basis.

• Ensure successful communication and logistics within the AS Productions office by:

- o Regularly checking in with the event coordinators of each of the sbefive ASP programming offices to find ways to assist their event planning process by taking on simple logistical tasks and/or those tasks that take considerable staff-hours. Facilitate intra-office communication by ensuring that each ASP employee is using the office environment to indicate when they are available and that there is an effective means of communicating when schedules do not allow for face-to-face communication (e.g. white board, ASP-wide calendar, etc.).
- o Assisting the ASP Director with intra-office communication tasks as well as logistics that impact or benefit the entire office,
- o Attending ASP events regularly (at least two per office per quarter, more if possible), betb-as a means to check-in with the Production Assistants, facilitate volunteer staffing, and as an additional staff person en-band-ført) ro vid i n g hands-on event support.
- o Performing other duties as needed or assigned by the ASP Director.

Salary

This position will receive \$5,911 per position term (approximately \$295 twice per month).

Reportage

This position reports directly to AS Productions Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on Pebm-apy-2-8,i61-3-by motion-ASB-43-W TT1-



Associated Students of Western Washington University
AS Productions
Marketing Coordinator - Arts & Entertainment

About the Position

The Marketing Coordinator - Arts & Entertainment works very closely with the coordinators of AS Films, the Viking Union Gallery, and AS Special Events to promote the events of those offices and to develop new and creative ways to market these ASP offices to the student body.

Position Classification

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

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AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.

« Budget management knowledge or experience.

• Knowledge and experience related to effective marketing and promotional strategies.

• Familiarity with the current and past promotional tools.

AS Employment Responsibilities

• Serve the diverse membership of the Associated Students in a professional and ethical manner by:

- o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
- o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
- o Being knowledgeable of the AS organization and its general operations,
- o Serving on search committees as designated by the AS Personnel Director.

• Ensure the legacy of this position by:

- o Working with supervisor and Personnel Director to revise and update position job description.
- o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
- o Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Productions Responsibilities

• Be a team player, demonstrate good communication, and team cohesion within ASP. Participate in all ASP activities.

Productions Team Member by:

- o Actively participating as an ASP team member.
- o Attending weekly or bi-weekly meetings with the Assistant Director for Marketing & Assessment and the Marketing Coordinator - Music & Entertainment to stay informed about upcoming events and to strategize methods for effective and creative promotion and assessment,
- o Attending all ASP staff meetings as scheduled by the ASP Director..
- o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter,
- o Performing other duties as needed or assigned by the Asst. Director for Marketing & Assessment or the ASP Director,
- o Maintaining a positive attitude and being a team player.
- o Attending all ASP staff meetings as scheduled by the ASP Director.
- o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter,
- o Performing other duties as needed or assigned by the Asst. Director for Marketing & Assessment or the ASP Director,
- o Maintaining a positive attitude and being a team player.
- o Attending all ASP staff meetings as scheduled by the ASP Director.
- o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter,
- o Performing other duties as needed or assigned by the Asst. Director for Marketing & Assessment or the ASP Director,
- o Maintaining a positive attitude and being a team player.

Position Responsibilities

• Prepare for Fall Quarter by:

- o Talking with the Coordinators of ASP Pop Music, Underground Coffeehouse Concert Series, and ASP Special Events to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities during fall training.
- o Developing a marketing and promotion plan for each of the two offices early in fall quarter, updating it quarterly or as necessary.

• Fulfill the time commitments for this position by:

- o Devoting an average of 15 hours per week to fulfilling the responsibilities of the position.
- o Maintaining a minimum of 5 publicly posted office hours per week.

- Build relationships with other sources Ensure that all event publicity and office promotions are of the highest quality and are successful in reaching a broad target audience by:

- o Assisting each of the three event coordinators with maintaining an effective web and social media presence by sending out messages, keeping online info very up-to-date, and gaining an ever-growing number of online followers,
- o Collaborating with event coordinators and the Asst. Director for Marketing & Assessment to implement assessment strategies and develop incentives for participation,
- o Collaborating with event coordinators to develop promotional material and items that serve to promote each office in general, and in a way that aligns with effective branding strategies,
- o Serving as the primary coordinator of all event promotions related to the "Arts & Entertainment" area, including but not limited to:
 - Submitting requests for publicity to the AS Publicity Center.
 - Working with KUGS 89.3 FM to produce promotional spots and Public Service Announcements.
 - Securing table tent v ~~pradmailbox-stuff~~ reservations when needed.
 - Placing ads with various media outlets (e.g. What's Up!, Western Front, facebook, etc).
 - Coordinating the effective use of sandwich boards and social media sites.

Ensuring strong communication with the three event coordinators by:

- o Staying in near-constant communication with each of the three event coordinators in the "Arts & Entertainment" area in order to stay informed on the most recent promotional needs of each office and to provide valuable updates on the status of the promotional efforts of upcoming events,
- o Developing a strong working relationship with the AS Publicity Center (PC) in order to be an effective liaison between ASP and the PC.
- o Working with the Asst. Director for Marketing & Assessment and the Marketing Coordinator - Music & Entertainment to find creative new ways to generate interest in ASP events among the student body.

Salary

This position will receive \$5,911 per position term (approximately \$295 twice per month).

Reportage

This position reports directly to Pesii-ion-Super; the AS Panineiore, AssistanijPirtvlor jot;

Music & Assessment

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on Febt-uary-2TAA0T3-by motion-A-SB-TAAAAAT.

- Ability to work flexible hours.
- Budget management knowledge or experience.
- Familiarity with the AS Employment Policy.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Productions Responsibilities

- Productions Team Member by:
 - o Actively participating as an ASP team member.
 - o Attending weekly or bi-weekly meetings with the Assistant Director for Marketing & Assessment and the Marketing Coordinator - Arts & DM! ; m.w. Tiedu fed to stay informed about upcoming events and to strategize methods for effective and creative promotion and assessment,
 - o Attending all ASP staff meetings as scheduled by the ASP Director,
 - o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter,
 - o Performing other duties as needed or assigned by the Asst. Director for Marketing & Assessment or the ASP Director.

Position Responsibilities

- Prepare for Fall Quarter by:
 - o Talking with the Coordinators of ASP Pop Music, Underground Coffeehouse Concert Series, and ASP Special Events to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities during fall training.
 - o Developing a marketing and promotion plan for each of the two offices early in fall quarter, updating it quarterly or as necessary.
- Fulfill the time commitments for this position by:
 - o Devoting an average of 15 hours per week to fulfilling the responsibilities of the position.

- o Maintaining a minimum of 5 publicly posted office hours per week.
- Build relationships with other sources Ensure that all event publicity and office promotions are of high quality by:
 - o Assisting each of the two event coordinators with maintaining an effective web and social media presence by sending out messages, keeping online info very up-to-date, and gaining an ever-growing number of online followers,
 - o Collaborating with event coordinators and the Asst. Director for Marketing & Assessment to implement assessment strategies and develop incentives for participation,
 - o Collaborating with event coordinators to develop promotional material and items that serve to promote each office in general, and in a way that aligns with effective branding strategies,
 - o Serving as the primary coordinator of all event promotions related to the "Music & Entertainment" area, including but not limited to:
 - Submitting requests for publicity to the AS Publicity Center.
 - Working with KUGS 89.3 FM to produce promotional spots and Public Service Announcements.
 - Securing table tent and other event reservations when needed.
 - Placing ads with various media outlets (e.g. What's Up!, Western Front, facebook, etc).
 - Coordinating the effective use of sandwich boards and social media sites,

• Maintain a strong communication is maintained with each of the two event coordinators in the "Music & Entertainment" area to collaborate with students and staff by:

- o Staying in near-constant communication with each of the two event coordinators in the "Music & Entertainment" area in order to stay informed on the most recent promotional needs of each office and to provide valuable updates on the status of the promotional efforts of upcoming events,
- o Developing a strong working relationship with the AS Publicity Center (PC) in order to be an effective liaison between ASP and the PC.
- o Working with the Asst. Director for Marketing & Assessment and the Marketing Coordinator - Arts & Entertainment to find creative new ways to generate interest in ASP events among the student body.

Salary

This position will receive \$5,911 per position term (approximately \$295 twice per month).

Reportage

This position reports directly to the AS Publicity Center Supervisor, AS Publicity Center, AS Marketing & Assessment.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer, Revised on February 3, 2013 by motion A56-T3-W-24.



Associated Students of Western Washington University
AS Productions
Pop Music Coordinator

About the Position

The Pop Music Coordinator is responsible for planning and implementing a series of popular music concerts featuring local, regional, national, and internationally known performers, as well as an annual Pop Music Industry Conference.

Position Classification

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include, but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department

The purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment. ASP-Pop Muste-te-d-edieated-t-e WWU-stude-nts-f-eel+ng-eeeneetecl-te-their-Western-Experience-and-to-t-he-eawppts-and-localee-m^mmfty-by-en j e-yi-n-gdeeafr-r-e-g-i-o-n-aV^md-nat-i-ena-l-m-usical-acte-m-an-all-ages-eettrng_Through-expowre4emew~musie? u^n^-eomlftg^Tistvffu^tip-le-nwsieal genr-es_7-as-welf-as^gl4y-pep4da^perfermersy-stud-e-ntswiff-te-fi-ne-th-eif-pe'tsenal mu-sica-l-ta-st-es-and-deepen-their-appreciation-for-particular-artists-as-well-as-live-music-in-general.

Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.

- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Budget management knowledge or experience
- Basic knowledge of the department and position specific responsibilities.
- Experience booking or organizing events, especially live music events.
- Familiarity with music that is currently popular among Western students.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - Being knowledgeable of the AS organization and its general operations,
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Productions Responsibilities

- Enhance communication, collaboration, and team cohesion within AS Productions by:
 - Working in cooperation with other ASP offices to avoid planning events that conflict with one another.
 - Attending weekly or bi-weekly meetings with the ASP Director and Assistant Director for Marketing & Assessment as scheduled to keep them informed about program status as a whole,
 - Attending all ASP staff meetings as scheduled by the ASP Director,
 - Attending the ASP Fall Departmental Training prior to the start of Fall Quarter,
 - Talking with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Music & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities, during fall training.
- Maintaining a minimum of 5 publicly-posted office hours per week.

Position Responsibilities

- Produce high quality music events that enhance the Western student community by:
 - Booking and overfaffl coord mattering of two (2) large-scale concerts per year (one in fall quarter and one in Spring Quarter) each with a target attendance of 900 - 1500 as well as four to six (4 - 6) other concerts throughout the year each with a target audience of 400 - 800.

- o Booking acts that include a variety of local, regional, and nationally known acts.
- o ~~Planning~~ Making all necessary arrangements for concerts, including contract negotiation with agents and/or artists.
- o Ensuring that effective and creative promotional strategies are developed and implemented in conjunction with ASP Marketing Coordinator - Music & Entertainment.
- o Providing oversight for day-of-show arrangements and troubleshooting any emergencies that arise, in conjunction with ASP Logistics & Volunteer Coordinator and involving the ASP Director and/or Advisor when appropriate.
- o Being present to work all Pop Music events.
- o Lead the planning and implementation of the Pop Music Industry Conference which involves constructing panels, workshops, networking sessions, and artist showcases, focused on educating current students and local artists who have aspirations to become industry professionals.

• ~~Planning~~ Ensure proper and responsible use of student funds by:

- o ~~Planning~~ Planning, booking and making all necessary arrangements for concerts, including contract negotiation with agents and/or artists.
- o Processing all expenditure requests necessary for the events in accordance with Business Office Deadlines (absolute minimum one week, recommended one month).
- o ~~Ensuring~~ Ensuring that effective and creative promotional strategies are developed and implemented in conjunction with ASP Marketing Coordinator - Music & Entertainment.
- o ~~Providing~~ Providing oversight for day-of-show arrangements and troubleshooting any emergencies that arise, in conjunction with ASP Logistics & Volunteer Coordinator and involving the ASP Director and/or Advisor when appropriate.
- o Outlining a projected budget for each event and complete necessary proposals for review by the ASP Director and ASP Advisor before making any offers.
- o Completing event proposal forms as assigned by the ASP Director
- o Completing an evaluation of every event to be turned in to ASP Director no later than two weeks after each event.
- o Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc., with guidance from the Asst. Director for Marketing & Assessment.
- o Working in cooperation with other ASP employees to avoid overlapping events that conflict with one another.
- o ~~Being present to work all Pop Music events.~~
- o Being responsible for allocation, expenditure and monitoring of Pop Music budget with the co-signing of ASP Director.

* ~~Be responsible for~~ Be responsible for the management of the Pop Music Industry Conference

o ~~Generating~~ Generating panels, workshops, networking sessions and artist showcases focused on educating current students and local artists who have aspirations to become industry professionals.

• ~~Be a resource~~ Be a resource by

- Developing and maintaining relationships with vendors and performing various duties on behalf of the organization.
- Providing training to the student-run Pop Music Group and other student organizations, including any day-of-event experience.

• During summer quarter, ensure AS Pop Music preparedness for the academic year.

Requirements:

- Ensuring that the booking and event coordination is completed for the fall quarter large-scale concert in time for the event to be effectively promoted and executed in a smooth and timely manner.
- Preparing fall line-up of events. Work with the ASP Director, Asst. Director and Advisor during the summer to process paperwork and event logistics.
- Assisting in the execution of the Summer Noon Concert Series, as a means to gain additional training and experience.
- Collaborating with ASP Director and Asst. Director to implement AS programming and outreach during Summer-Start and Transitions.
- Meeting weekly with the ASP Advisor and ASP Director for Marketing & Assessment.
- Ensuring that the promotions for the fall concert line-up and any office-wide promotional campaigns are completed and ready for timely distribution, in conjunction with the Asst. Director.
- Working to maintain existing, and establish new, positive working relationships with agencies and other industry professionals.
- Submitting reservations for the large-scale spring quarter concert and the Pop Music Industry Conference.
- Performing other duties as needed or assigned by the ASP Director.

Salary

This position will receive \$7,311 per position term (approximately \$292 twice per month).

Reportage

This position reports directly to AS Productions Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on 11/28/2013 by motion-ATIT4-3-W-24.



Associated Students of Western Washington University
AS Productions
Underground Coffeehouse Programming Coordinator

About the Position

The Underground Coffeehouse Programming sponsors free weekly concerts featuring students, local and regional performers, weekly open mics to give Western students and local community musicians the opportunity to share their talents, weeidy-trivia nights and other specialty programming to allow students to engage actively and meet others in their campus community, and weekly club sponsored events to provide a venue for clubs to outreach to the community and gain more active participation in their events. The Underground Coffeehouse provides free comprehensive and accessible programming Monday through Thursday in the Viking Union Underground Coffeehouse VU 350.

Position Classification

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department

The purpose of AS Productions is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. The position requires 30 hours of planning and prep work to be done over the summer for the planning and scheduling of fall quarter's preliminary events. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.

- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge of local and regional music scene,

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Production Responsibilities

- Enhance teamwork and cooperation communication, collaboration, and team cohesion within AS Productions by:
 - o Attending weekly or bi-weekly meetings with the ASP Director and Assistant Director for Market Research & Management as scheduled to keep them informed about upcoming events and program status as a whole.
 - o Attending all ASP staff meetings as scheduled by the ASP Director.
 - o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter.
 - o Working with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Music & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities,
 - o Maintaining a minimum of 5 publicly-posted office hours per week.

Position Responsibilities

- Ensure the proper and responsible use of student funds by:
 - o Being responsible for allocation, expenditure, and monitoring of UGCH budget with co-signing of ASP director,
 - o Maintaining an Expenditure Request and Contract tracking system to record budget allocations and agreements.

- o Completing monthly or quarterly event proposal documentation as assigned by the ASP Director.
- o Completing an evaluation of every event to be turned in to ASP Assistant Director for Marketing and Assessment after each week of programming and performances,
- o Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc. with guidance from the Assistant Director for Marketing and Assessment.
- o Outlining a projected budget for each quarter and complete necessary proposals for review by the ASP Director and ASP Adviser before booking performers.
- o Processing necessary expenditure requests and contracts.

~~o Devoting an average of 15 hours per week to the responsibilities of the position.~~

- Provide comprehensive and accessible programming in the Underground Coffeehouse by:

- o Being responsible for planning one open mic night taking place from 7pm to 10pm each Tuesday night during the quarter, staffed by a well-trained ASP Production Assistant or Volunteer.
- o Being responsible for planning one coffeehouse style music event per week, taking place each Wednesday night during the quarter,
- o Collaborating with the AS Club Coordinator to develop a schedule for club hosted and run events to take place on Thursday nights.
- o Being responsible for planning one specialty program on Monday nights each week, which may include, but is not limited to, trivia nights, jazz nights, karaoke nights, etc.
- o Periodically conducting surveys of students and ASP co-workers for ideas as to which acts, genres, and special events would work best in the Coffeehouse,
- o Negotiating contracts with agents and/or artists.
- o Arranging for space reservations, set-up, technical, and other performance needs.
- o ~~Processing necessary expenditure requests and contracts.~~
- o Working closely with Event Services Staff to ensure they are informed about upcoming events.
- o Providing oversight for day-of-program arrangements and troubleshoot any emergencies that arise, in conjunction with ASP Logistics and Volunteer Coordinator and involving the ASP Director and ASP Adviser when appropriate,
- o Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator-Music and Entertainment,
- o Attending all Underground Coffeehouse concerts and events or designating someone to attend in their place. This includes: Oversight of sign-ups at 6:30pm and emcee for Trivia Night and Open Night for the duration of the event,
- o On Concert Nights: Making arrangements to meet artists before the event to facilitate load-in, set-up, and sound check and remaining in the coffeehouse for the duration of the concert.
- o Preparing fall line-up of events working with the ASP Director/Assistant Director of Marketing and Assessment and Advisor during the summer to process paperwork and ensure that things are proceeding smoothly and handle event logistics.
- o Developing and maintaining resources on performers, agencies, and other industry contacts.
- o Collaborating with Special Events Coordinator on Late Night events when requested,
- o Performing other duties as needed or assigned by the ASP Director.

- Build and maintain a successful working relationship with the Viking Union Facilities staff as well as the Dining Services staff who oversee the Underground Coffeehouse by:
 - o Working closely with University Dining Services Staff to ensure they are informed about upcoming events.
 - o Ensuring the sound level of the events must be in accordance with Viking Union sound level restrictions for the space (currently set at 85 decibels), which generally excludes drum kits unless brushes are used in place of drumsticks,
 - o Reviewing "Underground Coffeehouse Guidelines" document for additional details.

Salary

This position will receive \$6,222 per position term (approximately \$295 twice per month),

Reportage

This position reports directly to the AS Productions Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised February 2nd-263r3-by motion A5ß-l-34/V~24.



Associated Students of Western Washington University
AS Productions
ASP Viking Union Gallery Director

About the Position

The Viking Union Gallery €er4mater-Director is responsible for the planning and presentation of gallery exhibitions in the Viking Union Gallery. ASP VU Gallery is a student-created exhibition space in Viking Union 507. Its primary focus is to contribute to the artistic culture of Western through exhibiting the works of students and the works of local, regional and national artists who are producing art relevant and of interest to students.

Position Classification

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department

The purpose of AS Productions (ASP) is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

Terms of Position

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. The position requires 30 hours of planning and prep work to be done over the summer for the planning and scheduling of fall quarter's preliminary events. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.

- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- » Familiarity with art history as well as contemporary art.
- » Experience organizing, or participating with, art- or gallery-related events.
- Basic knowledge of department and position specific responsibilities.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Productions Responsibilities

- Enhance communication, collaboration, and team cohesion within AS ProductionsBe an active ASP member by:
 - o Attending weekly or bi-weekly meetings with the ASP Director and Assistant Director for Meetings & Assessment as scheduled to keep them informed about upcoming events and program status as a whole.
 - o Attending all ASP staff meetings as scheduled by the ASP Director.
 - o Attending the ASP Fall Departmental Training prior to the start of Fall Quarter.
 - o Supporting the Logistics & Volunteer Coordinator as well as the Marketing Coordinator - Arts & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities.
 - o Maintaining a minimum of 5 publicly-posted office hours per week.

Position Responsibilities

- Ensure the proper and responsible use of student fundsTuttfil-^&sition-re&responsibilities by:
 - o Being responsible for allocation, expenditure and monitoring of the VU Gallery budget with the co-signing of ASP Director,
 - o Completing event proposal forms as assigned by the ASP Director.
 - o Completing an event evaluation form for each gallery exhibit and return to director within two weeks following the end of each exhibit.

- o Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc., with guidance from the Asst. Director for Marketing & Assessment.
- o Outlining a projected budget for each quarter and complete necessary proposals for review by the ASP Director before arranging exhibitions,
- o Rese- et- s i Y e- Pla c in g careful consideration into the fee selection and preparation of exhibitions.

• Provide comprehensive and accessible programming in the VU Gallery by:

- o Being primarily responsible for the programming and presentation of three (3) exhibitions per quarter. This includes- Plan, book, and make other arrangements for each exhibit (i.e. call for works, development of prospectus, exhibition agreements, insurance forms, etc.).
- o Providing oversight for hospitality for gallery receptions in cooperation with the Re- begtettes- & Vekmteer Coordinator and University Dining Services,
- o Arranging for the shipment, delivery, hanging and return of art exhibits,
- o Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator - Arts & Entertainment.
- o Providing oversight for day-of-show arrangements and troubleshoot any emergencies that arise, In conjunction with ASP Logistics & Volunteer Coordinator and involving the ASP Director and/or Advisor when appropriate,
- o Maintaining the condition of the gallery and the gallery storeroom,
- o Attending all gallery events.
- o Updating gallery access list for security and maintain contact with the Art Department,
- o Maintaining and updating resource files with artists and other industry contacts,
- o Receiving art handling training (as needed) from the Western Gallery and then provide art handling training to Gallery Attendants as needed.
- o Revi4mg- trafmftg- to the inearning ASP- V- U- G- l- fep^Ce&fd-im^ter-d-uring Spring- Quartet4
- o Performing other duties as needed or assigned by the ASP Director.

Salary

This position will receive \$6,222 per position term (approximately \$295 twice per month).

Reportage

This position reports directly to AS Productions Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on (A^ Briory-2Γ^6-1-3 by motion ASB-ia-W-M.

- AS Review Editor-approve changing the classification on the job description from Coordinator to Director. The position was classified as a Director on the salary schedule when the Personnel Committee implemented the salary structure that was approved in 2010, and it was classified at the same pay scale as other Directors in the previous salary system before 2010, but for some reason the classification on the job description was listed as Coordinator. Also, the hours are currently blank in the term of position section, and they should be 19. So, we should have this reviewed and approved by PC in order for Cindy to make the change to the JD in master docs.
- AS Photographer-it's classified as a Service position, which doesn't have a pay scale associated with it. This position has always been paid at the Coordinator pay level, so we should have PC consider adding something like "This position receives Coordinator Level Pay" at the end of the Service classification description in the job description.
- AS Elections Coordinator-it's classified as a Service position, which doesn't have a pay scale associated with it. This position has always been paid at the Coordinator pay level, so we should have PC consider adding something like "This position receives Coordinator Level Pay" at the end of the Service classification description in the job description.
- KUGS-all job descriptions have the following language in the term of position section:
This position has a minimum of 7 weeks leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter. The position holder is required to attend AS orientation prior to fall quarter. Payment for the orientation and training is included in the monthly salary.

Should propose to Personnel Committee that "minimum of" should be removed, and also it seems like the last 2 sentences about AS orientation and pay should be deleted, because the requirement to attend is now in the AS responsibilities section

Cindy has made, or will make these changes without PC action:

- Adding in updated mission statements for SAC, LIC, DOC, and Women's Center
- Changing ESP Associate Director classification to Associate Director and hours to 17, as it's always been classified and paid
- Elections Coordinator-wili add in the 2 missing pref. qualif. Approved by PC last year (knowledge of/interest in elections and civic engagement, basic knowledge of department and position specific qualifications