

DUDLEY H. DAVIS CENTER
Production Assistant
(Approximately 15-17 positions available)

The Production Assistant is a vital member of the Davis Center student staff team, providing support for event set up in the facility. These staff members set up tables, chairs, dance floors, and staging.

Responsibilities:

1. Set up logistical elements of all events within the Davis Center. This includes tables, chairs, staging, podiums, dance floors, etc.
2. Maintain overall appearance and upkeep of Davis Center facilities. Enforce facility use policies as necessary to ensure facility maintenance, and facility and guest safety.
3. Report facility and event issues to appropriate personnel. Provide feedback and input on ways to improve processes and services.
4. Conduct inventories of facility equipment. Maintain appearance and safety of all equipment storage rooms.
5. Attend all scheduled meetings and training sessions.
6. Perform other duties as assigned.

Qualifications:

1. Enthusiasm for working in a diverse, team-centered, and environmentally friendly environment.
2. Motivation to leave the Davis Center better than you found it.
3. Ability to move chairs, tables, staging, and other production equipment.
4. Desire to work within a flexible schedule. Hours include mornings, evenings, and weekends.
5. Sense of responsibility for facility operations.
6. Strong customer-service, communication, problem-solving, and organizational skills.
7. Ability to positively represent the Davis Center and the University.
8. An eye for details and safety.

Skills/Experience Acquired:

1. Increased understanding of event planning, management, and facility operations.
2. Enhanced interpersonal and customer service skills.
3. Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.