

PRODUCTION ASSISTANT

POSITION SUMMARY:

- Production Assistants (Prods) provide event support through the setup, breakdown, and on-site assistance for events at the Davis Center. Reporting to the Event Support Coordinator, they also assist in maintaining the overall appearance and upkeep of Davis Center facilities and inventory. They support and maintain all events held within the Davis Center and are charged with the handling, care, and upkeep of all event inventory. The main duties of the Production Assistant are to set up and break down inventory needed for scheduled events to match client specifications, from things like tables and chairs all the way up to modular collapsible stage risers and dance floors. The daily tasks of a Production Assistant are physically demanding and require teamwork and close collaboration with the other Prods on the team. Training, preparation, and adequate support from other team members will always be provided to help keep the workplace a safe, comfortable, and healthy place to be. Utilizing prioritization, organization, and communication skills, the ideal Production Assistant is able to think on their feet and tackle a variety of tasks in a safe and efficient manner.

RESPONSIBILITIES:

- Set up logistical elements of all events, such as tables, chairs, staging, and podiums.
- Assist Event Support Coordinator with delivery of on-site event services.
- Provide assistance to all event hosts and building visitors.
- Maintain overall appearance and upkeep of the Davis Center facilities and event spaces. Enforce building policies as necessary to ensure the safety of building patrons and the upkeep of the building itself.
- Report facility and event issues to appropriate personnel. Provide feedback and input on ways to improve Davis Center operations and processes.
- Conduct inventories of event related equipment. Maintain organization, appearance, and safety of all equipment storage spaces.
- Complete a shift report after each shift and read all supervisor and co-worker posts on a regular basis
- Maintain a tidy and professional workspace and event area
- Ensure all safety, Davis Center, and university policies are followed and maintained
- Assist and report on any incidents that may take place during events or in the public place that is the Davis Center
- Assist and perform other duties associated with the support of all Davis Center events, also known as X-Team shifts
- Attend all scheduled meetings and training sessions

QUALIFICATIONS:

- Must be a currently matriculated University of Vermont student in good standing
- Enthusiasm for working in a diverse, team-centered, and eco-friendly environment

Position Description – Student Employment

Updated: February 2026

- Motivation to increase and share in the community building at the University of Vermont
- Ability to handle a variety of situations simultaneously in a professional and efficient manner
- Strong motor, communication, problem-solving, and organizational skills
- Ability to push/pull/lift items including tables, staging and chairs on a regular basis
- Ability to operate independently of direct supervision and delegate tasks when necessary.
- Ability to positively represent The University of Vermont
- Desire and ability to work a flexible schedule that requires work on nights and weekends as well as early mornings

SKILLS & EXPERIENCE ACQUIRED THROUGH EMPLOYMENT:

- Enhanced customer-service, communication, organization, and problem-solving skills.
- Deeper knowledge of and preparation for the expectations and customs maintained in the majority of post-graduate workplaces
- Familiarity with event production and support, as well as with client facing interaction.
- Familiarity in utilizing facility reservations systems and software, and web technologies to obtain and share information.
- Potential for roles within the team which will expand leadership, delegation, and organizational skills.
- Increased knowledge of the University of Vermont, Davis Center, and Burlington
- Experience working on a diverse and environmentally friendly staff committed to personal and professional growth