

# PRODUCTION ASSISTANT

## POSITION SUMMARY:

- Production Assistants 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.

## RESPONSIBILITIES:

- Interpret diagrams and event details in EMS to determine set up needs for events.
- Set up logistical elements of all events, such as tables, chairs, staging, and podiums.
- Use knowledge of fire code and evaluate individual event circumstances when discrepancies exist to determine best solution to conflicting information.
- Be trained and ensure safe use and operation of all equipment including, but not limited to, staging, dance floor, and air walls.
- Develop a strong understanding of event planning/management and facility operations and use this understanding to problem solve when necessary. This includes using independent decision making regarding the best course of action when problem solving.
- Assist Event Support Coordinator with delivery of on-site event services.
- Complete shift assignments and event set ups independently when professional staff are not present.
- Aid event hosts and building visitors.
- Maintain overall appearance and upkeep of Davis Center facilities. Enforce facility policies as necessary to ensure maintenance and guest safety.
- Report facility and event issues to appropriate personnel. Provide feedback and input on ways to improve processes and services.
- Conduct inventories of event-related and facility equipment. Maintain appearance and safety of all equipment and storage rooms.
- Attend all scheduled meetings and training sessions.
- Perform other duties as assigned.

## QUALIFICATIONS:

- Must be a currently matriculated University of Vermont student in good standing
- Interest in event planning, management, and operations
- Ability to push/pull/lift at least 40lbs. Items include tables, chairs, staging, podiums, and dance floor
- Ability and willingness to work both independently and with a team
- Interest in increasing knowledge and skills related to event planning and delivery
- Ability to handle a variety of situations simultaneously in a professional and efficient manner
- Ability to positively represent The Davis Center and The University of Vermont
- Enthusiasm for working in a diverse, team-centered, and environmentally friendly environment
- Motivation to increase and share in the community building at the University of Vermont
- Strong communication, problem-solving, and organizational skills
- Desire and ability to work a flexible schedule that requires work on nights and weekends as well as early mornings

## Position Description – Student Employment

Updated: March 2022

### SKILLS & EXPERIENCE ACQUIRED THROUGH EMPLOYMENT:

- Enhanced project-management, customer-service, communication, organization, and problem-solving skills.
- Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.
- Training on safe use of specialized equipment.
- Familiarity with utilizing facility reservations systems and software, and web technologies to obtain and share information.