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
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.