

WORK AT THE DAVIS CENTER

PRODUCTION ASSISTANT

Production Assistants provide event support by setting up tables, chairs, staging and other items in preparation for events at the Davis Center. Additionally they help to maintain the overall appearance and upkeep of Davis Center facilities and inventory. These student staff members help to ensure facility and guest safety.

RESPONSIBILITIES:

- Set up logistical elements of all events. This includes tables, chairs, staging, podiums, dance floor, etc.
- Assist Event Support Coordinator with delivery of on-site event services
- Provide front-line assistance to event hosts and building visitors
- Maintain overall appearance and upkeep of Davis Center facilities. Enforce facility use policies as necessary to ensure facility maintenance, and facility 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:

- Enthusiasm for working in a diverse, team-centered, and environmentally friendly environment
- Motivation to leave the Davis Center better than you found it
- Ability to move chairs, tables, and staging
- Desire to work within a flexible schedule. Hours include mornings, evenings, and weekends
- Interest in increasing knowledge and skills related to event planning and delivery
- Sense of responsibility for facility operations
- Strong customer-service, communication, problem-solving, and organizational skills
- Ability to positively represent the Davis Center and the University

SKILLS/EXPERIENCE ACQUIRED:

- Increased understanding of event planning, management, and facility operations
- Developed understanding of the dynamics of event planning and delivery
- Enhanced interpersonal and customer service skills
- Experience working on a diverse and environmentally friendly staff committed to personal and professional growth

APPLICATION: [GO.UVM.EDU/DCJOBS](https://go.uvm.edu/dcjobs)