

POSITION DESCRIPTION

Approved On:

April 23, 2024



Position Title: Productions Manager

Rate of Pay: \$16.50/hr

Employment Status: Student Employee

Location: San Bernardino

Hours Per Week: 15-20

Description: The Productions Manager is responsible for leading programmatic (event planning) efforts for Associated Students, Inc. at the San Bernardino Campus. This individual will assist in keeping communication with the Programs, Graphics, and Marketing teams, while working with them to plan, promote, execute, and assess productions. This individual will also serve as the chair of the Activities Committee. This position reports to the Senior Program Coordinator (SPC).

Student Learning Outcomes (SLOs):

- 1) The Student Employee will identify student learning outcomes (SLOs) of programs and the corporation.
- 2) The Student Employee will incorporate the appropriate event elements and services to meet the goals of the programs offered.
- 3) The Student Employee will assist in the development and apply effective principles of individual events with coordination through planning, budgeting, and marketing.

Job Duties & Responsibilities

- Lead efforts in the scheduling and planning of ASI SB events; including not limited to logistical, financial, and promotional components of the programs.
- Assists in overseeing and managing of the ASI Programs, Graphics, and Marketing teams.
- Assists in networking and collaborate with other departments/organizations on campus; including setting up meetings with them to plan the logistical, financial, and promotional components of programs.
- Prepare documents for programs to ensure timeliness of transactions and compliance of campus policies & procedures; including but not limited to signatures on Requisitions, Hospitality forms, and Special Performance Contracts
- Develop Student Learning Outcomes for each event.
- Create assessments and data collected for each program offered.
- Work with Programs, Marketing, and Graphics to ensure all collaborative assessments needs are met in a timely manner, including the delegation of coyote connection page creation.

- Communicate effectively with the Programs, and Marketing team to develop a strategy for promoting ASI and engaging (physically and digitally) with students.
- Assists the SPC with negotiating contracts with service providers and suppliers.
- Maintains and updates all records of individual events including budget, invoices, payments, and data reports.
- Work with the Programming Team timeliness of documentation, deadlines, and reporting
- Set up and break down logistical pieces of events such as, but not limited to audio and visual equipment, chairs, tables, decorations, food, etc.
- Other duties as assigned.

Minimum Requirements

- Ability to work independently and with others.
- Ability to communicate in a professional manner.
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams)
- Basic knowledge of event management and marketing
- Ability to carry and transport items up to 50 lbs.
- Ability to manage a team through effective communication.

Preferred Qualifications

- Experience in event planning and promotion
- Pursuing a degree in communication, marketing, business or related field

Eligibility

- Must be a currently enrolled student at Cal-State University San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have (before applying) and maintain a minimum GPA of 2.0 (semester and cumulative)

For more information on this position, please email asi-hiring@csusb.edu.