

1.00. POSITION TITLE: PRODUCTIONS CREW

2.00 POSITION OVERVIEW:

1. Reporting to the Manager, Production Services, the Productions Crew is responsible for providing hands-on support and staffing for events and initiatives undertaken by the USC.

3.00 PRIMARY RESPONSIBILITIES:

1. Set up and strike items and furnishings for events as directed by Supervisor(s).
2. Regularly patrol the University Community Centre, returning items to their assigned storage locations, reporting any damage or issues requiring attention, and organizing and tidying spaces under USC purview.
3. Set up and strike vendor furnishings as directed by Supervisor(s) in the UCC Atrium.
4. Move heavy items as directed by Supervisor(s).
5. Other duties as assigned by Supervisor(s).

4.00 QUALIFICATIONS:

1. Currently enrolled as an undergraduate or professional student of Western University.
2. Prior knowledge, background, or experience in live events and entertainment, such as high school theatre technology, audio recording, or video production.
3. Able to comfortably and regularly lift 80 lbs.

In addition to the above, the ideal candidate is:

- a. *Reliable, punctual, and a strong independent worker:* Productions Crew personnel will have the opportunity to work independently on smaller-scale events and so must be able to work independently with limited supervision.
- b. *Adaptable, with strong problem-solving skills:* Live events are a fast-paced environment, and as such it is necessary that Production Crew personnel can excel in high-pressure situations and be able to think on their feet.
- c. *A team player:* As the Productions Crew works on large-scale events, teamwork is essential to ensure productions begin on schedule.
- d. *Professional and discreet:* Occasionally, Productions Crew personnel may have foreknowledge of upcoming events and information regarding performers, events, and initiatives. It is expected that Productions Crew personnel will abide by all USC confidentiality policies and procedures and conduct themselves in a manner appropriate for entertainment professionals.

5.00 TIME COMMITMENT:

1. The time commitment will generally range from four (4) to fifteen (15) hours of work per week; however, additional hours may be required during peak months (September, October, January, and March) as scheduled by the Manager, Production Services. Hours are not to exceed twenty-four (24) hours per week, averaged over two consecutive thirteen (13) week quarters.

6.00 TRAINING/SUPPORT:

1. Paid online training will be provided to all successful candidates. The online component will include HR (EDI and Health & Safety) as well as job specific training, and is expected to be completed prior to the first scheduled in-person training date.
2. Mandatory in-person training will be held during the summer to familiarize the successful candidates with USC operations, the UCC building, general protocol, and department processes. Training dates will be communicated in the Employment Offer Letter.
3. On-the-job training will be provided on an ongoing basis by the Manager, Production Services; the Coordinators,

Productions; & the Coordinator, Technical Services.

4. External vendors may also be contracted to provide interest-based training sessions.

7.00 COMMUNITY IMPACT:

1. The USC Productions Crew has the opportunity to directly impact student life and engagement at the University Students' Council at Western University by participating in the execution of small- and large-scale events and programming. This position will allow for a direct impact on the enhancement of USC's diverse range of operations.

8.00 SUPERVISION:

1. Members of the Productions Crew report directly to the Manager, Production Services. Additionally, Productions Crew may be responsible for tasks assigned by the Coordinators, Productions; the Coordinator, Technical Services; & the Manager, Technical Services, as well as any assigned shift leads or supervisors.
2. Hiring and payroll is coordinated by the Manager, Production Services. Any inquiries may be directed to (519) 661-2111 ext. 89250, or to crew.applications@westernusc.ca.