UM Productions is a student-run, student-funded organization that has experienced enormous success for over 45 years at The University Of Montana. The mission of UMP is to provide a diverse array of entertainment to the campus, the community and western Montana. Positions at UMP provide students with an outstanding opportunity to develop personally and professionally. Due to the nature of the entertainment business and the commitment of UMP to maintain its outstanding reputation, only the most committed and enthusiastic shall be considered.

JOB SUMMARY:
Under the direct supervision of the Event Staff Manager, the Assistant Event Staff Manager helps maintain a student crew to support all security needs for UM Productions events. These events include all concerts, special events, and performing arts that UM Productions produces.

QUALIFICATIONS:
• Outgoing person with excellent communication skills
• Ability to maintain relations with various students and staff
• Possess excellent organizational skills
• Ability to work within tight time constraints, adept stress management is key
• Strong oral and written communication skills
• Self-motivated, willing to take the initiative to complete tasks
• Experience with Excel and billing is a plus
• UM student taking six or more credits and currently in good standing with the University

EXPECTATIONS AND RESPONSIBILITIES:
• Work closely with Event Staff Manager to find a reliable and hardworking group of students for an event staff crew
• Work within an identified budget
• Ensure all employees complete appropriate hiring cards and paperwork prior to starting work
• Ensure accurate, complete, and timely submission of time cards for all crew members
• Work with event coordinators to determine, coordinate, and schedule support staff specifications for each show
• Maintain a good working relationship with event staff, all event coordinators, and the Office of Public Safety for successful execution of activities and events
• Maintain accurate records
• Hold daily office hours
• Help ensure a safe environment for employees and patrons
• Attend employee meetings, post and pre production meetings and training
  - Van Defensive Driving Course required or hold a current CDL with a passenger endorsement
• Other duties as assigned by the UM Productions Director and Advisors

IN RETURN YOU GET:
This position is an excellent opportunity to learn and work in the entertainment field, develop important business skills, and experience group dynamics. This is a 12-month position which pays Minimum wage + $.30 per hour for all office work. This position will require a minimum of 5 hours per week in the office. Weekly hours vary and are dependent upon the requirements and number of events booked. All coordinators are encouraged to make arrangements for independent study or internship to tie into their appointment to augment their academic record.