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 applicants shall be considered.

JOB SUMMARY:
Under the direct supervision of the Stage Manager, the Assistant Stage Manager helps maintain a student crew to support all labor needs for UM Productions events, in collaboration with the technical staff of UC Audio & Lighting. 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, staff, and road crews
• Possess excellent organizational skills
• Ability to work within tight time constraints, adept stress management is key
• Strong oral and written communication skills
• Experience with Excel and billing is a plus
• Self-motivated, willing to take the initiative to complete tasks
• UM student taking six or more credits and currently in good standing with the University

EXPECTATIONS AND RESPONSIBILITIES:
• Hire, train, manage, and schedule production crew members for concerts and other events
• Ensure all employees complete appropriate hiring cards and paperwork prior to starting work
• Ensure accurate, complete, and timely submission of time cards
• Work with UC Audio & Lighting Technical Directors and/or event production staff to determine, coordinate, and schedule support staff, including schedules for load-in and load-out
• Obtain and keep a copy of the artist’s rider for reference when appropriate
• Maintain a good working relationship with crew members, all event coordinators, technical director(s), and performers/artists/speakers to insure successful execution of activities and events
• Ensure that all equipment is appropriately loaded, transported, handled, and in place for an event, and is safely returned to specifically designated storage areas upon event completion
• Help ensure a safe work environment
• Hold daily office hours
• Maintain accurate records
• 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. On show days, the wage for this position will be $9.10 per hour. All coordinators are encouraged to make arrangements for independent study or internship to tie into their appointment to augment their academic record.