

California State University, Fresno Foundation

PROGRAM PRODUCTION SUPERVISOR – UNIVERSITY STUDENT UNION JOB ANNOUNCEMENT #21-277

POSITION SUMMARY:	<p>Full-time, benefited position available for the University Student Union. Under the general direction of the Associate Director, the Program Production Supervisor plans and supervises the technical production for programs in the University Student Union (USU) and Satellite Student Union (SSU). This position supports the goals of the University Student Union and works cooperatively with the entire staff in fulfilling the mission of the unit.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Associate Director, the Program Production Supervisor will be responsible for the following. Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Responsible for the technical aspects of programs in the Satellite Student Union, USU, and the Pit, USU Conference rooms, Bulldog Zone for events and other areas as needed. • Hire, train, schedule, supervise, evaluate and terminate student employees • Responsible for the planning, implementation and supervising of the maintenance, repair and replacement of USU production equipment • Serve as technical liaison between performing artists and/or their agents and the USU • Review contact information for sound and lighting systems. Moving and setting up of equipment cables, stage • Make lighting adjustments during event(s) as needed for groups • Collaborates with budget development and administer the annual budget for the Satellite Student Union, and equipment for the building • Setup and maintain people counts for the building • Maintain a current inventory of related production supplies; Reorder items as necessary • Work with USU staff on building maintenance, program set-up and personnel scheduling to provide adequate staffing for all program set-up and technical needs: Audio/Visual equipment: LCD projectors, TV/DVD, wired/wireless microphones, stands, speakers, mixer boards, portable stages, and PA speakers. • Coordinate with Associate Director to schedule appropriate security for events held in USU facilities • Prepare technical reports and itemized lists of services provided, to be charged back to users of the facilities, Meet with each client to discuss setup and tech needs • Serve as the USU representative on the Safety Committees; Maintain all safety training documentation; Follow policies & procedures for reporting accidents • Serve as technical advisor to the USU Committee and University sponsored events upon request • Maintain a good working relationship with other campus departments and staff including, Facility, Risk Management, and University Police • Follow existing departmental and University guidelines and policies when applicable • Foster a spirit of team work and team spirit among USU staff • Verify hours and sign off Kronos payroll system for Satellite Student Union • Provide support for virtual events for Clubs/Organizations and Student Affairs/Enrollment Management (primarily Zoom method of delivery) within the SSU • Stay updated on new and emerging virtual event management software • Meet with clients (in person or virtually), understand what is needed for events, perform technical run through prior to event, and execute the logistics for the virtual event • Perform other duties as assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High School diploma required

	<ul style="list-style-type: none"> ○ Bachelor's degree in Theater Arts or related field from an accredited college or University preferred ● Two (2) years of related work experience ● Working knowledge of Word and Excel programs ● Knowledge of basic principles of electronics. Understands the basics of lighting, sound, and a/v equipment
COMPENSATION:	\$21.63-\$28.84 per hour (\$45,000-\$60,000 annually). Salary will be commensurate with experience and qualifications. Benefits include medical, dental, vision, life insurance and 401K, vacation, sick, and holiday pay.
DEADLINE:	Application review begins January 4, 2022; open until filled
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/admnserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.