

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
STUDENT ASSISTANT EMPLOYEE JOB DESCRIPTION**

DEPARTMENT: PLAZA DEL SOL PERFORMANCE HALL

JOB TITLE: OPERATIONS ASSISTANT II

PAY RANGE: CLASS II

CLASS LEVEL:	MINIMUM	MID-POINT	MAXIMUM
Class II Range \$7.25 - \$10.65	\$7.25	\$8.70	\$10.90

HOURS PER WEEK: FLEXIBLE; UP TO 20 HOURS PER WEEK

JOB DESCRIPTION:

The ArtsNorthridge Event Coordinator reports directly to the Performance Hall Managing Director and is responsible for handling a variety of projects, duties and responsibilities relative to the Performance Hall's ArtsNorthridge guest artist events as well as the Performance Hall Administration and Operations Offices.

JOB DUTIES:

- Researches information and data for ArtsNorthridge events.
- Assists the Managing Director and Operations Manager with coordinating ArtsNorthridge events.
- Assists the Managing Director and Operations Manager with the preparation and issuing of ArtsNorthridge Artist Agreement and contract packets and ensures the return of required information prior to final execution.
- Tracks each Artist Agreement and contract documents, including Vendor forms and special event insurance.
- Prepares and updates daily information and itinerary for each ArtsNorthridge event, including flight information, local transportation, hospitality, hotel accommodations, etc..
- Acts as a liaison between ArtsNorthridge guest artists, agents, producers, transportation, hotels, airlines, artist entourage members and insurance brokers.
- Prepares the Artist Event Itinerary Schedule and other forms and templates for the upcoming season.
- Assists the Managing Director and Operations Manager in preparing information for artist hospitality requirements, including shopping list. Accompanies and assists staff to purchase hospitality items.
- Attends ArtsNorthridge event pre-production meetings, noting concerns and generating work orders as applicable
- Prepares ArtsNorthridge event information packets for the pre-production meetings.
- Assists in researching and preparing information for ArtsNorthridge events.
- Gathers information, analyzes data and generates reports relative to ArtsNorthridge.
- Prepares, organizes, and updates information for weekly report to Performance Hall Managing Director.
- Assists Performance Hall Managing Director and Operations Manager with special projects as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS:

EDUCATION:

- Must be a currently enrolled California State University Northridge student

KNOWLEDGE AND ABILITIES:

- Proven leadership and organizational skills
- Proven ability to work independently without close supervision
- Proven ability to work under pressure and meet deadlines
- Proven oral and written communications skills, including knowledge of correct spelling, punctuation and grammar
- Ability to handle multiple tasks simultaneously
- Must be self-motivated and possess strong initiative
- Must be detailed oriented
- Proven interpersonal skills
- Familiarity with Microsoft Word, Excel, and FileMaker Pro
- Adhere to business attire dress code, per Performance Hall policy

- Ability to make public presentations
- Ability to lift 50 pounds
- Willingness to work in a culturally diverse environment

SUPERVISION:

General supervision is provided by the Performance Hall Managing Director and Operations Manager.

TYPICAL WORKING CONDITIONS:

Work is primarily performed in a temperature-controlled environment. Must be able to work under pressure and adhere to deadlines. Contact with members of community members, Guest Artists, insurance specialists, campus community students, faculty, staff, administrators, is required.

APPLICATION PROCEDURE:

Apply at the Plaza del Sol Performance Hall, Administrative Offices - Room 104B; 8:00 a.m. - 5:00 p.m., Monday - Friday. Further information is available on the ArtsNorthridge website at [www. ArtsNorthridge.csun.com](http://www.ArtsNorthridge.csun.com).

Revised: June 16, 2005