Introduction. The Cultural Forum (CF) is an EMU Program which gives students the opportunity to plan and carry-out events at the UO. You will have the opportunity to accrue hands-on, real-world event production experience. The Production Assistant will be integrated in the production of programs for multiple interests including Music, Film, Performing Arts, Contemporary Issues, and Visual Art.

The CF exists to provide UO students the opportunity to develop both personally and professionally. Coordinators who take full advantage of the experience can gain skills that are useful in a variety of professional fields, most notably, event management, event tech and the arts. In addition, the experience should help individual coordinators achieve greater self-confidence and a strong sense of personal strengths and talents.

Position Description. The Production Assistant will work closely with the Production Coordinator to provide event support and management. The Production Assistant will be expected to help run events, install/remove art exhibits in the Adell McMillan gallery, maintain gear, and organize storage areas. Specific tasks include, but are not limited to: live audio mixing, stage managing, loading in/out event gear, gear maintenance, and storage cleaning/management. This position spends 2 hours each week posting Cultural Forum events to social media and a variety of online community event calendars. The Production Assistant is responsible for upholding University of Oregon rules and regulations during event times.

Qualifications. The Production Assistant will be trained in the areas of stage management, sound reinforcement, event set-up, art installation and handling, and storage maintenance. Any technical support and event organizing experience are helpful but not necessary. Training will be provided to impart and enhance the technical skills required of this position. Due to the nature of irregular event hours, schedule flexibility during nights and weekends is imperative. Qualities of successful candidates are outgoing, willing to learn, detail orientated, outstanding work ethic, enthusiastic, adaptable, flexible, and committed to enriching the cultural lives of the students at the University of Oregon and the residents of the Willamette Valley. We seek students who want to take advantage of this unique opportunity to develop professional skills and knowledge. You will also become intimately familiar with how to operate within a bureaucracy. This position requires the ability to lift up to 50 pounds, and a driver’s license is recommended but not required.

Student Status. To be a coordinator in the Cultural Forum, you must be an undergraduate or graduate student, registered for at least a half-time course load (6 credits for undergraduates; 5 credits for graduates) in three terms of the academic year for which you are applying. Please keep in mind that, though we appreciate a high level of commitment to the CF, you must remain in good academic standing to retain your position.

General Expectations. Each coordinator in the Cultural Forum is expected to participate fully in the Forum’s business affairs and activities. In addition to scheduled event shifts, each coordinator must attend a training weekend (October 3 and 4, 2015), hold 4 regular office hours per week during each term, attend a weekly staff meeting, and participate in other special meetings as the need may arise.
**The Cultural Forum’s Values and Commitments.** The UO Cultural Forum is committed to promoting diversity on the UO campus, and we do so both through active recruitment of diverse individuals to work in the CF and through the programs we promote, which feature a diverse array of artists, genres, and ideas. In addition, the CF is strongly committed to operating in as ecologically sound a manner as possible. We participate in the University’s recycling, paper-reduction, and equipment-recycling programs. Coordinators are expected to uphold these Cultural Forum commitments.

**Compensation.** The Production Assistant will receive a monthly stipend of $120.00. Additional compensation for event support will be at a rate of $9.95-12.50/hr. depending on experience and merit.

For more information, please:

- Visit the CF Web site at [http://culture.uoregon.edu](http://culture.uoregon.edu)
- Stop by the Cultural Forum office in EMU South at McArthur Court: 1601 University St., Room #154, Eugene OR 97403-1228
- Contact the Production Coordinator, Chelsea Joyce, at 346-0633 or joyce@uoregon.edu.
Cultural Forum
Application for Production Assistant Position

Candidates for interviews will be selected on the basis of this application. In order to apply, you must be a UO student maintaining a minimum of half-time status for the 2015/2016 academic year. This form will be duplicated: type or print in black ink.

Date of Application: __/__/    Name: __________________________________________
Year in School: ________________    Expected Graduation Date: __________________________
UO ID #: ________________________    Major(s) and Minor(s): __________________________
Phone: __________________________   E-mail Address: __________________________________

What groups or organizations do you belong to? ________________________________________

Will you continue memberships with these organizations if you are hired? YES / NO (Circle 1)

Please attach a resume that includes details about your prior work or volunteer experience and education.

Professional References:

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Please type or legibly print answers to the following questions on additional pages.

1. a. Please explain why you are interested in this position. Briefly describe your interests, skills, and experiences that relate to this position, and explain how they have prepared you to take on this position’s duties.

   b. What do you hope to gain from the experience of working with the Cultural Forum?

   c. How will the Cultural Forum benefit from your participation?

2. Event support often requires individuals to work quickly and creatively in adverse situations. Recall an instance when you were in such a situation and describe how you overcame these challenges to achieve a successful result.

3. List audio visual equipment that you have worked with (i.e. LCD projector, graphic equalizer, audio console, LEDs, etc.)
4) Event support can be challenging work, and a passion for live production is an important motivator. Please explain an area of production or specific concert/festival that you feel passionate about and why. For example, have you been to a festival that had inspiring ambience, or a concert with heart melting acoustics?

5) a) This position requires 2 hours per week of social media and website posting. Please describe your experience, comfort level, and interest in enhancing your online marketing skill set.

b) Have you liked the Cultural Forum Facebook page?

The information contained in this application and the attached materials is true and complete, to the best of my knowledge.

________________________________________  ______________
Signature (Do not sign if submitting electronically)     Date

Return completed application materials to joyce@uoregon.edu or the Cultural Forum office at EMU South at McArthur Court, 1601 University St., Room #154, Eugene OR. 97403-1228.

The UO Cultural Forum is part of an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act. The Cultural Forum does not discriminate in its hiring or other affairs on the basis of race, color, ethnicity, sex, national origin, age, religion, marital status, parental status, disability, veteran status, sexual orientation, gender identity, or any other extraneous consideration not directly and substantively related to performance. For applications in alternative formats or other accommodations, please contact Chelsea Joyce at 346-0633 or by e-mail: <joyce@uoregon.edu>. 