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## Production Services Manager

*This role provides leadership for a team of student Production Service Associates. The Production Services team supports the audio-visual component of meetings and events in Student Centers across multiple buildings on campus, including the Sarratt|Rand Student Center, Student Life Center, Alumni Hall, Commons Center, Engineering and Science Building, Residential Colleges, and the Community Event space. Previous employment with Student Centers required.*

### Key Functions:

#### **Leadership:**

- Retain and excel in the execution of Production Services Associate responsibilities.
- Develop, publish, and maintain the staffing schedule for Production Services student staff.
- Collaborate with the Administrative Organizer to ensure all event staffing needs are assigned appropriately.
- Manage shift pickup and trade requests, assisting staff members to find coverage as needed.
- Conduct monthly 1 on 1s with Production Services Associates.
- Lead new associate onboarding process.
- Plan and facilitate monthly staff meetings.
- Create a welcoming work team environment for Production Services Associates.
- Attend All-Manager training workshops.

### \*Learning Outcomes:

- **Career & Self-Development** - Managers proactively develop themselves and their careers through ongoing personal and professional learning, increasing awareness of their strengths and weaknesses, navigating career opportunities, and networking to build relationships within and beyond Student Centers.
- **Communication** - Managers clearly and effectively exchange information, ideas, facts, and perspectives with clients, teammates, and members of the Vanderbilt community.
- **Critical Thinking** - Managers identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- **Equity & Inclusion** - Managers demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.
- **Leadership** - Managers recognize and capitalize on personal and team strengths to achieve organizational goals.
- **Professionalism** - Managers recognize work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- **Teamwork** - Managers build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- **Technology** - Managers understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.