



Event Production Assistant Position Description

Purpose: New Student Orientation Events are large events that require intricate logistics. Event Production Assistants assist in welcoming new students to KPU by going behind the scenes at Orientation. Event Production Assistants (EPAs) are volunteer members of the Logistics O-Team who report to the Event Production Crew Leader, Transition Program Coordinator and Events Specialist. EPAs provide event support services for Orientation events and in the various venues on all campuses used for Orientation.

Description: EPA's will support the event by setting spaces for events according to blueprints, cleaning and clearing rooms after events, filling in positions at events where necessary, opening and closing of rooms where necessary, securing equipment, posting of event signage, helping with the loading/unloading of all equipment at each event location, and other tasks as assigned. Whether it's setting up tents, flipping burgers, welcoming students, completing random tasks, EPA's are our event support specialists and the backbone of Orientation.

Time Commitment:

1. Each Event Production Assistant must be available for a shift on January 2, 2018.

Requirements:

- **Must be a current KPU student**
- Reliability
- Positive attitude about KPU
- Attention to detail
- Comfortable with physical labour
- Ability to work independently
- Previous attendance at New Student Orientation is an asset
- Previous experience volunteering at events is an asset
- Willingness to make a difference in students' lives!

Benefits: An opportunity to make a positive contribution to student life at KPU, official volunteer certificate upon successful completion of the required commitments, Volunteer T-shirt, lots of free food, invitations to Team-building events, entries into prize draws, and more!

