

## **BITF Associate Producer**

### **Reports to: Applicable Producer**

Associate Producers work with and take on tasks as delegated by the Producer(s) of the group. Their role is to support the production group; contribute to event production; team/group cohesion and learn about the responsibilities; milestones and goals of the production group; with the intent of eventually stepping into a producer role. Associate Producers help to support team leads in becoming experts in their role and carrying out the function of their role in a way that fosters team-building; ownership; pride and good relationships with volunteers. There are elements of administration and planning involved in production roles. The Producer Team ultimately answers to the community, among other stakeholders. Each member of the Producer Team has shifts onsite during the event (called production shifts) for which they must be sober and on radio. This keeps the event and participants safe. No one would be asked to come into a production role without support of the team. New Associate Producers mentor with the more seasoned Producers/Associate Producers to learn all the crazy considerations of putting on our event, and this would allow consideration for a Producer or Associate Producer in the following year(s).\*

### **Associate Producer Responsibilities**

- Supporting team leads to execute; keeping team leads on schedule; setting expectations
- Mentoring team leads
- Attending Producer meetings and Pod meetings
- During event, production shifts (sober and on radio)
- Assist Producer with any delegated responsibilities

### **Associate Producer Expectations**

- Follow GVIAS Code of conduct in all interactions within and outside Production
- Follow Production Code of Conduct
- Be responsive
- Use Basecamp and GVIAS emails for communication
- Save all materials to Event Google Drive
- Use Volcor to track volunteer hours and ensure all Pod members do as well

**Commitment:** Nov - Sept

**Term:** 1yr

**Monthly:**

- 1 -2 meetings per month
- 2.5 hours/meeting
- 2-10 hours of work per week
- Production shifts during event + specific Production Group commitments (being on duty within your group)

**Multiple Terms:** Yes

**Recruitment:** June - Jan

**Skills/Experience**

- See specific Pod roles for more information.
- Preference for experience in a team lead or other significant volunteer role at past events

Confidentiality agreement and Code of Conduct apply.