



## Graduate Apprenticeship for Student Productions

**Department:** Student Activities

**Reports to:** Assistant Director of Student Productions

**Student Productions  
Committee Overview:**

The mission of the Student Productions Committee [StuPro] is to inspire creativity, foster student leadership, and promote a diverse community while continuing the excellence of traditional Baylor programs. We accomplish this do this by ensuring that every program is produced at the same level of excellence, facilitating leadership development, and serving as a like-minded body.

**Supports the mission  
of the university by:**

The Graduate Apprenticeship for Student Productions assists the Assistant Director of Student Productions and the student leaders of the Student Productions Committee with the coordination of the following annual productions: After Dark, Delta Night Live, Pigskin Revue, All-University Sing, Gateway to India, StompFest, and Gospel Fest.

**Essential Functions:**

- Assist in providing leadership and supervision of the Student Productions Committee including providing support for production development, logistics, implementation, risk management, vendor relations, and compliance with university policies and procedures.
- Serve as primary facilitator for All-University Sing judge outreach, travel arrangements, and hospitality.
- Assist with social media promotion alongside student marketing coordinator of all Student Productions Committee events through platforms such as Facebook, Twitter, Instagram and Baylor Connect.
- Shape and facilitate leadership development retreats and training [Fall, Spring, and Summer] for Student Productions Committee student leaders.
- Create, launch, and summarize assessments of student event feedback to inform the planning of future productions.
- Participate in Campus Programs recruitment, interview, and selection process for Student Productions Committee student leaders.
- Serve as an active member of the Student Activities Office, attend meetings and support and contribute to the departmental goals and initiatives.
- Serve as an active member of the Campus Programs Team, attend meetings, and support area initiatives.

- Other duties as needed or assigned by the Assistant Director.

**Qualifications:**

This position is classified as Graduate Apprentice. The Graduate Apprentice is expected to work 20 hours per week [Fall, Spring, and Summer semesters]. Some evening and weekend work is required. Flex time will be granted, upon supervisor approval, to compliment academic experience.