

AV Technician, Student Union & Event Services

JOB SUMMARY

AV Technicians work within a team to provide event support to all Student Life Facilities (Student Union, Student Recreation and Wellness Center, Campus Housing, Amphitheater, Courtyard, North Field, and other Green Spaces). This support includes, but is not limited to, setting up and maintaining event equipment, setting rooms with proper furniture and AV equipment, setting up, configuring and operating projectors, light boards, microphones, audio mixers, video switchers, and providing excellent customer service to guests. AV Technicians must have a thorough knowledge of AV equipment, Student Life Facilities, and policies and procedures to ensure the smooth operation of events. AV Technicians are expected to perform duties in a friendly, professional, and courteous manner at all times. AV Technicians report directly to the Event Operations Coordinator.

DUTIES AND RESPONSIBILITIES

- Ensure the proper setup of equipment, including tables, chairs and AV, for a variety of events in the Student Union, and other Student Life facilities.
- Operate lighting, sound, and video systems in the theater, ballroom, meeting rooms, and other venues.
- Troubleshoot, diagnose, and fix AV systems, often under pressure.
- Organize AV and setup equipment in storage areas.
- Maintain a variety of up-to-date records, logs, and inventories of AV equipment and supplies.
- Communicate effectively with guests, staff, students, and university faculty.
- Ensure equipment is clean prior to events, and that all AV is in proper working condition.
- Enforce building regulations and policies.
- Assist Client Services Manager as directed.
- Abide by Rebel Way standards of conduct.
- Additional tasks as assigned.

MINIMUM QUALIFICATIONS

Ability to receive training and perform all duties and responsibilities as outlined above. Must be able to lift and move AV and setup equipment of up to 50 lbs. in weight. Good verbal communication skills. Ability to effectively interact with staff, faculty, students, guests. Must be enrolled in 6 or more credit hours, and maintain a cumulative GPA of 2.25 or higher and a semester GPA of 2.0 or higher. Prior AV experience preferred.

Salary:

\$8.75 per hour

Estimated Hours of Work Per Week:

20

Contact Person:

Cody Brown, Event Operations Coordinator
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