Assistant AV Technician, Student Union & Event Services

JOB SUMMARY
Assistant AV Technicians work within a team to provide AV support to all events in the Student Union, and any other spaces where SUES events are held. This support includes, but is not limited to, setting up and maintaining AV equipment, configuring and operating projectors, light boards, microphones, audio mixers, video switchers, and providing excellent customer service to guests. Assistant AV Technicians must have a working knowledge of the Student Union, SUES operations, policies, procedures, and AV equipment to ensure the smooth operation of events. Assistant AV Technicians are expected to perform duties in a friendly, professional, and courteous manner at all times. Assistant AV Technicians report directly to the Event Operations Coordinator.

DUTIES AND RESPONSIBILITIES
• Execute the proper setup of AV equipment for events in the Student Union, and any other spaces where SUES events are held.
• Operate lighting, sound, and video systems in the theater, ballroom, meeting rooms, and other venues, and ensure the AV setup is clean, tidy, and in proper working condition prior to all events.
• Perform the timely delivery, setup, and pickup of equipment loans, ensuring upon pickup that all equipment is accounted for and in working condition.
• Work with the AV Technicians and supplied training materials to become proficient in all aspects of AV equipment setup and operation.
• In the event of additions or changes to events or setups, assist the Event Coordinator in facilitating guests’ immediate needs.
• Keep AV equipment organized in all storage areas.
• Effectively communicate with the Event Operations Coordinator, Event Coordinators, Information Desk Staff, Facility Managers, Client Services Managers, and Reservation and Scheduling Assistants to ensure all guests’ needs are met in a timely manner.
• Assist the AV Technicians in maintain records, logs, and inventories to communicate event, equipment, and maintenance issues to SUES.
• Communicate effectively with guests, staff, students, and university faculty.
• Enforce building regulations and policies.
• Abide by the Rebel Way standards of conduct.
• Perform additional tasks as assigned.

MINIMUM QUALIFICATIONS
Ability to perform all duties and responsibilities as outlined above. Must be able to lift and move up to 50 lbs. in weight. Must have excellent verbal communication skills. Must effectively interact with staff, faculty, students, and 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: $8.25 per hour
Estimated Hours of Work Per Week: 20
Contact Person: Joe Pugh, Event Operations Manager
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