

Assistant AV Technician, Student Union & Event Services

PURPOSE

Assistant Audio-Visual (AV) Technicians support the work within all events held 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, lighting consoles, microphones, audio mixers, video switchers, and providing excellent customer service to guests. Assistant AV Technicians must have a thorough 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.

MINIMUM QUALIFICATIONS

- Willingness to learn and perform all duties and responsibilities as outlined above
- 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 adhere to the SUES GPA policy.

PREFERED QUALIFICATIONS

- Prior AV experience preferred.
- Pursuing Hotel/Hospitality/Management/Audio Engineering career path.
- Experience working many of UNLV's high profile events

TASKS

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 while ensuring the AV setup is clean, tidy, and in proper working condition prior to all events.
- Execute the timely delivery, setup, and pickup of equipment loans, ensuring upon pickup that all equipment is accounted for and in working condition.
- In the event of additions or changes to events or setups, assist the Event Coordinator in facilitating guests' immediate needs.
- Troubleshoot, diagnose, and fix AV systems before, during, and after events.
- Work with the Event Technology Coordinator to ensure proper maintenance is performed on sensitive systems.
- Keep AV equipment organized in all storage areas.
- Maintain records, logs, and inventories to communicate event, equipment, maintenance, or staffing issues to SUES.
- Communicate effectively with guests, staff, students, and university faculty.
- Attend meetings and scheduled training events.
- Abide by the Rebel Way standards of conduct.

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| Salary: | \$10.50 per hour |
| Estimated Hours of Work per Week: | 15-20 |
| Contact Person: | Kierstin Dimmick, Event Technology Coordinator |

STAFF EXPECTATIONS

- All AV setups and room unlocks will be completed on time.
- All equipment loans will be delivered and picked up on time.
- Storage areas will be kept neat and tidy.
- Everything within reason will be done to ensure an event looks and sounds its best.
- AV and power cables across walkways or paths will be taped or properly covered with cable guards or rugs.
- Mixer channels will be labeled according to their input.
- Sound checks will be performed when the AV is set up and then again before the event begins.
- Assistance will be provided to all guest using personal devices with the smart technology.
- Changes to event rooms and equipment will happen as quickly and efficiently as possible.
- Equipment set up in rooms will always be clean.
- Broken equipment will be removed from inventory and a supervisor will be notified.
- All members of the team will actively read setup sheets, check and update the setup board, and interpret diagrams.
- All members of the team will work together to complete all setups and other assignments.
- As a representative of SUES and UNLV, you will maintain a positive attitude and professional demeanor.
- Come to work, expecting to work.
- Questions or concerns will be communicated as soon as possible to a supervisor.

CRITERIA FOR SUCCESS

Assistant AV Technicians will be evaluated on their performance each semester. The staff evaluation process consists of a self-evaluation, peer evaluation, and supervisor evaluation. The staff evaluation measures the following objectives:

- Ability to arrive on time and properly execute the assigned responsibilities
- Ability to work well with others on the SUES team.
- Ability to assess a situation and make proper decisions independently to solve an issue.
- Ability to contribute to a guest's experience by providing excellent customer service.
- Ability to communicate properly with clients, students, and staff.
- Ability to act in a professional manner and serve as a role model to the Event Operations Team.
- Ability to take initiative and develop leadership skills.
- Ability to use the experience and knowledge gained to make a connection with other SUES departments and UNLV.

TRANSFERABLE SKILLS AND KNOWLEDGE GAINED BY EMPLOYMENT

Relationship Development
Interpersonal Communication Skills
Time Management
Event Planning

Critical Thinking
Self-Confidence and Self Discovery
Teamwork in Collaborative Settings
Problem Solving