#### UCCS UNIVERSITY CENTER AND EVENT SERVICES

**DEPARTMENTAL JOB DESCRIPTION**

Dept. Number: 40131

*Production Operations Lead*

# JOB SUMMARY

This is a part-time job involving approximately 15 – 25 hours per week. The Production Operations Lead reports directly to the Event Production Program Manager or Event Production Professional. The position involves weekday, weekend, morning, afternoon, and/or evening hours and are worked around the class schedule. This position’s primary responsibilities are to schedule production assistants for daily and large event setups, finalize event setup details, and provide leadership and support to production teammates and clients. The Production Operations Lead should be self-motivated, exhibit excellent organization, demonstrate professional written and verbal communication, have a high attention to detail, and have excellent service standards. Work study not required but desirable.

# QUALIFICATIONS

1. Must be enrolled in at least six (6) credit hours at UCCS for the current semester or previous semester for summer employment.
2. Must currently hold or be able to obtain a valid driver’s license before employment begins.
3. Demonstrated use of time management tools such as a virtual or physical calendar.
4. Must have led large event setups for at least one (1) semester for full consideration. Experience in a similar position or prior supervisory experience may be substituted.
5. Proficient understanding of audiovisual concepts and demonstrated ability to troubleshoot systems quickly and effectively.

# RESPONSIBILITIES

1. Responsible for scheduling production staff based on event needs.
2. Responsible for disseminating event setup details to production staff.
3. Provides leadership, training, and support during setup of event furniture, audiovisual equipment, and decorations for campus events.
4. Mitigate scheduling conflicts between personal and work obligations in advance of shifts.
5. Responsible for the completion and documentation of production staff training.
6. Responsible for accurate completion of event setups and event execution.
7. Clean and disinfect equipment, gathering places, and vehicles as required.
8. Hold teammates accountable through direct and tactful communication and coaching when necessary.
9. Organize, schedule and facilitate team meetings, recurrent trainings and team building activities.
10. Follow all policies and procedures of the University Center including dress code, displaying UCES nametag, and safe equipment handling and setup.
11. Check and respond to email and Microsoft Teams messages regularly and promptly.
12. Act as a representative of the University Center and Event Services to students, faculty, staff, and larger community.
13. Manual labor including frequent lifting, pushing, pulling, and maneuvering equipment up to 50 lbs.
14. Responsible for event space and storage area cleanliness and organization.
15. Help maintain a cohesive and respectful team environment.

# SPECIFIC DUTIES

1. Generate weekly reports for scheduling Production staff and coordinating adequate coverage for event support.
2. Collaborate with Event Coordinators to finalize setup details for upcoming events.
3. Attend weekly Setup Meeting with Event Scheduling to verify accuracy of event setup needs.
4. Strategize and edit setup and take down times in Kx for large events while mitigating scheduling conflicts.
5. Schedule, plan, lead weekly Production Operations meeting.
6. Attend and participate in Event Logistics Meeting each week as a representative of the Event Production team.
7. Accurately inventory all production equipment each semester, reporting discrepancies where applicable.
8. Act as a dedicated event technician while mixing microphones and program audio, illuminating staging, cueing video playback, and supporting presentation aids as needed.
9. Plan and lead large event setups by listing and staging needed equipment, gathering room diagrams, and calculating timelines for setup, cleaning, and striking equipment.
10. Receive and setup equipment rentals while also ensuring full accountability for rental equipment before pickup.
11. Lead 1-10 student employees during shifts and event setups.
12. Ensures self and teammates are adhering to safety policies and procedures (i.e. safe lifting practices, equipment handling, motor vehicle operation, etc.)
13. Deliver excellent customer service to clients, guests, and teammates.
14. Ensures own and others’ lead tasks are completed on time or early (i.e. vehicle checks, inventory, scheduling, diagram review, etc.)
15. Clean event equipment and reset meeting rooms and large venues between events.
16. Complete required trainings upon hire and facilitate future trainings to other UCES new hires.
17. Immediately report any health or safety concerns to direct supervisor, UCES full-time staff, Building Manager, Public Safety, and or Risk Management.
18. Immediately report any incidents or activities out of the norm. i.e. broken equipment/furniture or facility damage to direct supervisor or Building Manager on shift.
19. Model a culture of great customer service and teamwork by giving others the benefit of the doubt.
20. Must be able to lift, push, pull, and maneuver equipment up to 50 lbs.
21. This position may be designated other duties as assigned.

**COMPENSATION PLAN**

4103 Intermediate/Advanced- Salary Range: $12.82-$18.00 per hour/ Student will be hired at a rate of $13.00 per hour.

Raises are available to student employees as position vacancies and promotional opportunities become available.

* This position is eligible for sick leave under the Colorado Healthy Families & Workplaces Act
* The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.
* UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs.