#### UCCS UNIVERSITY CENTER AND EVENT SERVICES

**DEPARTMENTAL JOB DESCRIPTION**

Dept. Number: 40131

*Production Technician*

# JOB SUMMARY

This is a part-time job involving approximately 10 – 20 hours per week. The Production Technician reports directly to the Event Production Program Manager or Event Production Professional. This position involves weekday, weekend, morning, afternoon, and/or evening hours and are worked around the class schedule. This position’s primary responsibility is to provide advanced technical setup and support for events. The Production Technician 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 worked in event production for a minimum of one (1) semester for full consideration. Experience in a similar position or prior supervision experience may be substituted.
5. Proficient understanding of audiovisual concepts and demonstrated ability to troubleshoot systems quickly and effectively.

# RESPONSIBILITIES

1. Serve as a direct point of contact for audiovisual technical support during large and high-profile events.
2. Responsible for technical troubleshooting while maintaining professionalism and excellent service in high pressure situations.
3. Mitigate scheduling conflicts between personal and work obligations in advance of shifts.
4. Provides leadership, training, and support during setup of event furniture, audiovisual equipment, and decorations for campus events.
5. Responsible for accurate completion of event setups and event execution.
6. Clean and disinfect equipment, gathering places, and vehicles as required.
7. Actively lead trainings, assessments, and team meetings.
8. Follow all policies and procedures of the University Center including dress code, displaying UCES nametag, and safe equipment handling and setup.
9. Check and respond to email and Microsoft Teams messages regularly, at least once a day.
10. Act as a representative of the University Center and Event Services to students, faculty, staff, and larger community.
11. Manual labor including frequent lifting, pushing, pulling, and maneuvering equipment up to 50 lbs.
12. Responsible for audiovisual booths and storage area cleanliness and organization.

# SPECIFIC DUTIES

1. Act as a dedicated audiovisual technician while mixing microphones and program audio, illuminating staging, cueing video playback, and supporting presentation aids.
2. Plan and lead large event setups by listing and staging needed AV equipment, designing signal flow diagrams, and calculating timelines for setup, testing, and striking of AV equipment.
3. Receive and setup AV equipment rentals while also ensuring full accountability for rental equipment before pickup.
4. Lead 1-10 student employees during shifts and event setups.
5. Ensures teammates are adhering to safety policies and procedures (i.e. safe lifting practices, equipment handling, motor vehicle operation, etc.)
6. Hold teammates accountable through direct and tactful communication and coaching when necessary.
7. Deliver excellent customer service to clients, guests, and teammates.
8. Complete assigned lead tasks on time or early (i.e. vehicle checks, inventory, scheduling, diagram review, etc.)
9. Complete box truck and liftgate training. Adhere to vehicle safety procedures at all times (i.e. seatbelt compliance, comply to campus speed limits, load securement, etc.) Safely operate campus vehicles as needed.
10. Clean event equipment as well as reset meeting rooms and large venues between events.
11. Accurately print and utilize Kx reports and room diagrams for event setups and technical execution.
12. Complete required trainings upon hire and facilitate future trainings to other UCES new hires.
13. Immediately report any health or safety concerns to direct supervisor, UCES full-time staff, Building Manager, Public Safety, and or Risk Management.
14. 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.
15. Model a culture of great customer service and teamwork by giving others the benefit of the doubt.
16. This position may be designated other duties as assigned.
17. Must be able to lift, push, pull, and maneuver equipment up to 50 lbs.

COMPENSATION PLAN

4101 Entry Level/Semi-Skilled- Salary Range: $12.32-$16.00 per hour/Student will be hired at a rate of $12.60 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.