#### UCCS UNIVERSITY CENTER AND EVENT SERVICES

**DEPARTMENTAL JOB DESCRIPTION**

Dept. Number: 40131

*Production Technician Lead*

# JOB SUMMARY

This is a part-time job involving approximately 15 – 25 hours per week. The Production Technician Lead 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 responsibilities are to schedule production technicians, gather technical details for events, and to provide day-of support to production teammates and clients. The Production Technician 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 teched events for a minimum of one (1) semester for full consideration. Experience in a similar position or prior supervision experience may be substituted.
5. Excellent 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 technical training and ongoing assessment of production teammates.
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, at least once a day.
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 audiovisual booths and storage area cleanliness and organization.
15. Help maintain a cohesive and respectful team environment.

# SPECIFIC DUTIES

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