

**Job ID** 40364**Location** Evanston, Illinois [Add to My Favorite Jobs](#) [Email this Job](#)**Department:** Norris University Center Admin**Salary/Grade:** NEX/12**Job Summary:**

This position provides expertise in Audio/Visual Production in all Norris Managed spaces on Northwestern Campus. The Technical Specialist directly reports to the Norris University Center Event Production department. The Technical specialist is responsible for direction and execution of all technical operations for events in the McCormick Auditorium, the Louis Room, and the Guild Lounge. In addition, Technical specialist will provide the highest level of A/V service to events taking place on the Northwestern Campus. The Technical Specialist must be able to sustain communication with diverse groups, anticipate problems, reconcile conflicts, and maintain a strong philosophical base for student development through event production.

*Please note:* This position requires evening and weekend work along with a flexible schedule, lifting up to 50 pounds, the ability to ascend and descend stairs and crawling in tight spaces, a current driver's license and the ability to drive a small truck, and may require business professional attire for certain events.

**Specific Responsibilities:**

- Provide hands on support with Audio/Visual operation for VIP events and other Norris events requiring a dedicated technician. This includes events in Norris University Center, Norris Satellite Venues, Outdoor Events, and other house events. Primarily, this will be an audio technician (A1) but may also include support for video/lighting. Provides excellent communication and customer service for Norris Event Management clientele.
- Assist with the setup up/support of basic events. Includes setting up equipment, turning on audio/visual equipment and providing on call support to events as needed. Provide training to student staff to provide similar services.
- Assist with the installation, troubleshooting and maintenance of audio/visual equipment within Norris University Center and Satellite Venues. Identify and recommend for purchase new equipment as needed. Monitor the condition of equipment including lighting, sound, projection, and rigging. When necessary arranges for equipment maintenance and repairs within budgetary restraints.
- Operation of electric car or other designated vehicle for the delivery of the equipment to various locations around campus. May provide other aspects of event production including but not limited to furniture set-up and strike, and transport of Norris owned equipment.

*Miscellaneous*

- Performs other duties as assigned.

**Minimum Qualifications:**

- High School Diploma or equivalent
- Licensed driver with Ability to drive departmental vehicles
- Experience with high level event production
- Experience with live event audio, concert audio, theatrical sound design, and/or audio recording.

**Minimum Competencies: (Skills, knowledge, and abilities.)**

- Demonstrated strong customer service focus
- Advanced audio/visual production
- High level of self-motivation and demonstrated capacity for independent judgment, planning, evaluation and decision-making
- Knowledge of both Mac and Windows PC computers
- Demonstrated knowledge of Event Production for live events

- High attention to details and solid organizational skills

**Preferred Qualifications:**

- Bachelor's degree in sound design, live audio, audio recording, or comparable education and experience
- Experience as an A1 or lead audio engineer in a multiple microphone environment
- Experience in Higher education and/or College Union

**Preferred Competencies: (Skills, knowledge, and abilities)**

- Skilled in the operation of both digital and analog audio consoles
- Knowledge of wireless microphone technology and understand of the wireless spectrum
- Basic knowledge of Crestron control systems
- Skilled in the operation of both Mac and Window PC computers
- Knowledge of projectors, video switchers and video cables
- Basic knowledge of event planning
- Knowledge of lighting equipment and basic lighting techniques
- Ability to establish and maintain professional relationships with student and professional staff, Division colleagues, and the University community

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