

# WORK ON **CAMPUS EVENTS**

## **EVENT PRODUCTION ASSISTANT**

The Event Production Assistant is a vital member of the Campus Production Team assisting with delivery, set-up, onsite client support, breakdown, and storage for a variety of indoor and outdoor campus events (e.g. meetings, concerts, lectures, ceremonies, and conferences). Reporting to the Event Production & Technical Manager or assigned team member (Production Specialist or Student Lead); our team sets up tables, chairs, stage, multimedia and audio-video equipment, as well as other event related inventory. These students will interact directly with clients and presenters on a regular basis, requiring outstanding customer service skills.

### **RESPONSIBILITIES**

#### *CUSTOMER SERVICE*

- Interact with customers in a courteous, hospitable, and efficient manner
- Acquire sufficient knowledge about event, facility, and equipment so that questions/problems are resolved in a satisfactory and timely manner
- Prior to and during events, evaluate client's needs and determine the best methods to assist and problem solve; taking public and personal safety into consideration

#### *EVENT PREPARATION*

- Transport, set up, and strike of event equipment
- Inspect facility and equipment for any deficiencies
- Unlock and secure buildings used for an assigned event

#### *INVENTORY MANAGEMENT*

- Assist team when cleaning, maintaining, or performing inventories; locate misplaced items and make minor repairs to damaged event items
- Assist with the storage, allocation, distribution, delivery, inventory, and set-up of all non-electrical equipment
- Sort and prepare event items for delivery
- Organize, clean, and maintain storage areas, trailers, and vehicles

#### *TECHNICAL*

- Assist in event preparation and setup for various technical events including A Capella shows, multi-piece bands, and lectures
- Work with various wired and wireless microphones, speakers, basic stage lighting, and uplighting in both indoor and outdoor spaces
- Once trained, assist in the operation of audio mixing consoles (both analog and digital), portable PA systems, and stage lighting systems

### **QUALIFICATIONS**

- Ability to work 10-20 hours per week when classes are in session; and availability for mornings and/or evenings along with weekends are essential for this position
- Customer service and detail orientated
- Effective interpersonal and communication skills
- Enjoy working in a team environment
- Ability to work both indoor and outdoor events with proper gear for Vermont weather
- Comfortable in a fast-paced and/or "hurry up and wait" environment

## **DESIRABLE QUALIFICATIONS**

- Sound Reinforcement (Analogue and Digital)
- Stage Lighting Experience
- Stage Management
- Driver's License (or ability to obtain one)
- Computer Skills

## **SKILLS/EXPERIENCE ACQUIRED**

- Increased understanding of hospitality and event management
- Improved project management and customer service skills
- Increased understanding of audio reinforcement and lighting equipment and its use in various indoor and outdoor spaces
- Increased knowledge of campus programming and facility operations
- Experience working on a diverse and environmentally friendly staff committed to personal and professional growth

## **PLEASE NOTE**

Priority is given to an applicant's ability to attend paid training and work on the following dates:

- March 24th, 2019 "All Staff Training"
- Commencement week: May 13 – 19, 2019 (exams end Friday, May 10, 2019)
- Summer Employment from May 20 – June 17, 2019
- Full Team Training: August 14 – 18, 2019
- Move-In / Opening Week for Class of 2023: August 19 – 25, 2019 (classes begin on Monday, August 26, 2019)

*This position is also posted to UVM's Student Employment Website Jobx (#4949)*

**APPLICATION: [GO.UVM.EDU/DCJOBS](https://go.uvm.edu/dcjobs)**