



EVENT PRODUCTION SPECIALIST

POSITION DESCRIPTION

BASIC FUNCTION

Perform delivery/storage/set-up/breakdown and other related activities for events at the University campus. Based on size and scope of event(s); provide functional supervision and field training of 1-6 temporary and/or student staff. Report performance efficiencies/deficiencies/attendance to the Supervisor. Prior to events, serve as lead contact interacting with customers by projecting a positive attitude, and view the facility in a methodical manner to anticipate any room deficiencies (i.e. temperature extremes, lighting, missing/unsightly items). Provide direction for the delivery, setup and storage of event related items. During events anticipate needs, assist customers/guests, interact in a courteous and efficient manner, multi-task and problem-solve. Perform custodial duties associated with events, which include but not limited to providing special attention to high traffic areas such as entrances requiring shoveling, sweeping and mopping, salting, sanding and trash pick-up. Perform general and scheduled maintenance on equipment. Access information utilizing desktop and field applications. Engage in learning and practicing principles of social justice and inclusion, environmental sustainability and delivering great customer experience. Promote a work place that encourages safety and diversity.

ESSENTIAL FUNCTIONS

- **25% - Customer service and hospitality:** Interact with customers in a courteous, hospitable and efficient manner. Acquire sufficient knowledge about facility and event 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. Under supervisor's direction; serve as lead contact prior to and during events when interacting with customers in a courteous, hospitable and efficient manner. Acquire sufficient knowledge about facility and event so that questions/problems are resolved in a satisfactory and timely manner.
- **25% - Act as production liaison** in event preparation which includes transport, set up and strike of event equipment: stage(stairs, railing, platforms), choral risers, crowd barricades, flags, signs, flip charts, banners, podiums, lecterns, chairs, tables, coatracks, non-licensed electrical (truck tracks and extension cords), fans, water(hose, keys, valves), snow fence, wheelchairs, trash/recycle/compost bins, and any other event-related equipment. Inspect facility and equipment for any deficiencies; create work order through FAMIS and/or notify supervisor so that corrective measures are taken. May unlock and secure buildings used for events according to schedules.
- **15% - Ensure non-electrical support equipment is inventoried**, in proper working condition by performing preventative maintenance scheduled by supervisor. Perform inventories; locate misplaced items and make minor repairs to damaged event items. Schedule repair and cleaning and/or report information to supervisor to determine the status of all non-electrical event equipment. Perform 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.
- **15% - Serve as lead in technical preparation for events**, which includes transport, set up, and operation of: Stage lighting systems including conventional theatrical and LED stage lighting; portable video projection systems including screens and LCD projectors; permanently installed video projection; portable PA systems; house sound systems with differing levels of acoustic, electronic and digital complexities; Analogue and digital multiple channel mixing consoles; wireless technology to include microphones for panels/speakers/press conference events with the capacity to operate multiple microphones/inputs simultaneously. Provide

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electronic signals for news agencies for radio and television broadcasts.
Working/Mathematical knowledge of electrical circuits and load capacities.

- **10% - Provide field training and functional supervision** of temporary UES production and student staff for events and special maintenance projects. Promote safe work practices; Reports personnel efficiencies (outstanding performance)/deficiencies (absent/tardy/insubordinate) to supervisor. Spot checks for appropriate room/function set-up and reports deficiencies and any notable incidents to Supervisor.
- **5% - Act as production liaison**, as assigned by the supervisor, to all high profile events (i.e. University Event Services, President's Office, Admissions, Convocation, BOT, Commencement Ceremonies, Development and Alumni Relations, College of Medicine, etc.).
- **4% - Perform custodial duties** associated with events, which include but not limited to providing special attention to high traffic areas such as entrances requiring shoveling, sweeping and mopping, salting, sanding and trash pick-up.
- **1% - Other duties as assigned**

FUNCTIONAL SUPERVISION

10-25 part-time student/temporary staff

PHYSICAL DEMANDS & WORK CONDITIONS

- Requires proper work attire for high profile events
- Initial employment contingent upon successful completion of physical screening: ability to lift 70 lbs. and push/pull 80-100 lbs
- Ability to climb ladders
- Exposed to high decibel environment for concerts
- Inclement weather when outdoors
- Valid driver's license or ability to obtain and pass UVM driver's check

MINIMUM QUALIFICATIONS

- High School Diploma and one year of experience in hospitality/event services and experience with sound systems, visual projection and event lighting required
- Effective interpersonal and organizational skills and experience working effectively in teams and independently
- Valid driver's license, or ability to obtain and driver's check required
- Initial employment contingent upon successful completion of physical screening: ability to lift 70 lbs. and push/pull 80-100 lbs., climb ladders and work in inclement weather when outdoors.
- Demonstrated ongoing commitment to workplace diversity, sustainability and delivering exceptional value and great experience to customers.

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