POSITION OVERVIEW:
The University of Vermont Event Production & Technical Manager serves as a critical point for event delivery to the campus community. This role reports to the Assistant Director for Campus Event Services. Responsibilities include:

- Manage, direct, select, train, and supervise four non-exempt union employees and 10-25 student/temporary employees
- Create, implement and maintain a formal training program for all event setup staff focusing on customer care, safety, facilities, and operation of event and technical equipment
- Manage estimated $1,000,000 inventory of event equipment
- Anticipate customer needs and assist customers/guests in a courteous and efficient manner, demonstrating ability to multi-task and problem-solve
- Actively engage in learning and practicing principles of (1) social justice and inclusion, (2) environmental sustainability and (3) delivering great customer experiences

MINIMUM REQUIRED QUALIFICATIONS:
- Bachelor’s degree in business, management, planning, hospitality or related field and two - four years’ experience in event support
- Effective interpersonal, communication and organizational skills
- Ability to work with people at all levels; productively in teams and independently with minimal supervision
- Demonstrated ability to effectively work in a fast-paced environment and manage multiple tasks simultaneously
- Experience with supervising and directing teams
- Proven capability to develop, implement and maintain a staff training/improvement program
- Demonstrated ability to use software applications for logistical management of detailed tasks
- Highly organized and detailed-oriented
- Experience with analog and digital sound mixing, theatrical and lighting design, video projection and electrical distribution
- Valid driver’s license or ability to obtain and capability to become UVM Driver Certified
- 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

DESIRED QUALIFICATIONS:
- Experience in a union environment
- Experience with event management software

REVIEW OF APPLICATIONS TO BEGIN IMMEDIATELY & CONTINUE UNTIL POSITION IS FILLED.

For further information and online application, visit www.uvmjobs.com. Please include a current resume, cover letter, and contact information for professional references.

The University of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, veterans and people from diverse racial, ethnic, and cultural backgrounds are encouraged.