SENIOR EVENT PRODUCTION SPECIALIST

POSITION DESCRIPTION

POSITION OVERVIEW:
The Senior Event Production Specialist is a key member of our production team’s success in executing successful events across campus. Reporting to Event Production & Technical Manager, this position serves as the lead production team member. Responsibilities include:

- Provide leadership and direction for events on campus, including delivery/storage/set-up/breakdown
- Provide functional supervision of 3 full-time and 10-25 temporary and/or student staff including training, reviewing work, and reporting performance deficiencies
- Anticipate customer needs and assist customers/guests in a courteous and efficient manner, demonstrating ability to multi-task and problem-solve
- Manage equipment inventory with the Event Production & Technical Manager
- Perform custodial duties associated with events as needed
- 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:

- High School Diploma and two years of experience in hospitality/event services and experience with sound systems, visual projection and event lighting
- Effective interpersonal and organizational skills and experience working effectively in teams and independently
- Working/mathematical knowledge of electrical circuits and load capacities
- 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

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.