



EVENT PRODUCTION ASSISTANT

The Event Production Assistant is a vital member of The University of Vermont 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. Interact directly with clients and presenters on a regular basis, requiring outstanding customer service skills. Perform custodial duties and general maintenance associated with events.

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 assigned events

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

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma and one years' experience in hospitality/event services
- Valid driver's license, or ability to obtain and UVM driver's background check required
- Initial employment contingent upon successful completion of physical screening: ability to lift 70 lbs. and push/pull 80 lbs., climb ladders and work in weather when outdoors.
- Demonstrated ongoing commitment to workplace diversity, sustainability and delivering exceptional value and great experience to customers.
- 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
- Comfortable in a fast-paced and/or "hurry up and wait" environment

HIGHLY DESIRABLE QUALIFICATIONS

- Experience with Live Sound Reinforcement (Analogue and Digital), Stage Lighting and Stage Management