SCOPE OF RESPONSIBILITIES

This position is entry-level with an emphasis on technical/facility training. All Event Support employees are responsible for the setup and operation of sound reinforcement systems, lighting systems, projection equipment, video equipment, communications equipment, setup equipment and in-house systems for scheduled events on Campus. Working in team-based environments and individually, members will efficiently complete setups, tear-downs, as requested by both campus and community organizations. Members are required to maintain their reputation of professionalism through appearance, demeanor and performance. In addition, team members are expected to aid University Centers staff and patrons in whatever manner necessary.

SPECIFIC DUTIES

- Train under the Event Support II Staff and Event Support Coordinator
- Make satisfactory progress towards completion of training
- Operate, secure, and care for sound, lighting, projection, video and facilities equipment
- Assist in the professional execution of scheduled events; to best ability, regardless of specific job responsibilities
- Perform cleaning and custodial duties as assigned
- Become knowledgeable of emergency building procedures for all areas served
- Work in a professional manner acting as a UW-La Crosse representative
- Follow all relevant policies and procedures
- Perform well without supervision
- Provide general maintenance and cleaning of work areas
- Attend all weekly Event Crew meetings
- Perform other duties as assigned

QUALIFICATIONS AND SALARY

- Must have interest in technical/facilities aspects of events and systems; willingness to learn through hands-on experience
- Must be comfortable lifting 50 pounds
- Must carry at least six undergraduate credit hours per semester
- Must have a strong sense of professional courtesy and customer service
- Must be available to work flexible hours including weekdays, evenings, and weekends

Regular pay increases are available every year. All longevity and training increases will carry over and be added to the base wage. The Event Support I staff is expected to be able to work up to 15 hours per week. During the semester the hours worked must not exceed 20 hours per week. During the summer, positions may be available for full-time employment (40 hours per week). Summer positions will be assigned by the Event Support Coordinator.

The Event Support I staff is compensated according to the University Centers Wage Schedule as Level II – Intermediate and has a probationary period of 6 weeks of employment. To receive full status at the end of the probationary period, the employee must demonstrate a strong ability to perform the listed duties and core concepts. If the performance during the probationary period is not satisfactory to the Event Support Coordinator, or the duties to the employee, the position may be terminated.