



University Unions

Events Specialist Job Description

Basic Function & Responsibility:

- Provide audio-visual equipment needs for events reserved by BLUU and KFCB clients.

Starting Wage and Average Hours

- \$10 per hour
- Averages about 10-15 hours a week

Characteristic Job Duties:

- Deliver and retrieve materials and equipment (e.g., projectors, audio and lighting equipment, etc.)
- Set-up and operate equipment as per events' purposes
- Provides assistance to patrons (e.g., determine client's audio-visual needs and recommend equipment solutions, answer questions regarding audio-visual equipment and materials, instruct clients in equipment use and operation)
- Inspect, clean, and maintain audio-visual equipment in proper working condition
- Shelve materials and equipment; maintain records and logs of inventory; equipment usage; and loss, damage, and replacement of equipment
- Performs related duties as assigned by Building Supervisor and University Unions Pro Staff

Working Conditions:

- May work varied hours and shifts to include evenings, mornings, weekends, and outside

Qualifications:

- Required Education and Experience:
 - Degree in progress at Texas Christian University and approximately six month experience in audio-visual or other related field
 - Minimum cumulative college GPA of 2.5, if not applicable then high school GPA will be taken into consideration
- Required Knowledge, Skills, and Abilities:
 - Ability to read, write, and accurately follow and/or give oral and written instructions
 - Ability to effectively interact with university personnel and public
 - Ability to operate audio-visual equipment
 - Ability to operate a PC and/or Mac computer/laptop
 - Ability to understand equipment operating manuals
 - Ability to maintain accurate records
 - Ability to lift 50 pounds
- Preferred Knowledge, Skills, and Abilities:

- Skilled use of lighting board in operation and/or programming
- Skilled use of audio mixed board
- Knowledge of live audio mixing procedures
- Knowledge of electrical systems