

University Commons and Student Activities
Student Staff
Production Services Crew Member

Primary areas of responsibility

Staff and assist in coordinating technical operations for events handled by department: student organization activities, Campus Activity Board programs, University Commons events, facility rental events. Effect set-up and/or clean-up operations for all appropriate events: CAB, student organizations, University Commons users, and facility rentals.

Specific duties and responsibilities

1. Set-up facilities as per customer request and diagram to include but not be limited to setting tables, chairs, staging, dance floor, sound and lights, etc.
2. Clean-up (strike) facilities to include but not be limited to remove and store away tables, chairs, and dance floor; pick up and dispose of all trash, including (in most cases) removal to a dumpster; Vacuum and/or sweep floors; where appropriate, mop or operate floor buffer; remove all decorations (floors, walls, ceiling); clean restrooms (floors, toilets, replenish paper products, wipe down sinks and mirrors).
3. In case of outdoor events, stack and store furnishings and equipment out of the weather.
4. Operate sound and stage lighting equipment and, when required, projectors.
5. Construct props needed for events.
6. Assist with equipment check-out process including but not limited to training, processing of checkout forms, processing access requests, and consulting with organizations regarding their needs.
7. Assume duties as assigned by the Technical Services Specialist or other appropriate Student Activities staff.
8. Respond to last minute changes in schedule.
9. Be aware of the set-up and/or cleaning standards/requirements of any particular job or facility.
10. This position may be required to drive state vehicles or rented vehicles in the course of departmental, divisional, or university business.

Learning Outcomes

1. Time Management
2. Organization and communication skills
3. Resource management
4. Process improvement
5. Quality control
6. Operation of technical audio/visual equipment
7. Multi-tasking
8. Problem-solving skills
9. Collaboration and teamwork

Selection Criteria

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| Required: | <ul style="list-style-type: none">- Extremely flexible schedule- Physically capable to lift heavy equipment/furnishings- Ready and willing to work hard- Ability to work effectively with minimal supervision- Flexible schedule to accommodate special projects- Ability to follow written and oral instructions |
| Preferred: | <ul style="list-style-type: none">- Attention to details- Experience with quality control |
| Desired: | <ul style="list-style-type: none">- Involvement in some area of campus life |