

Production Services - Event Staff

Position Description

Student Affairs • University of Wisconsin-River Falls

Title: Production Services - Event Staff
Department: Student Affairs
Reports to: Electronic Technician Media-Senior
Appointment: August 18, 2008
Classification: Hourly paraprofessional
Remuneration: \$6.50/hour

Position Summary

The Production Services-Event Staff is primarily responsible for all of the production infrastructure and room setups for the University Center and secondary support is provided campus-wide. The staff will be responsible for set-up and take down of all staging, trussing, video screens, Genie Lifts, crowd barricades, tables, chairs and will provide additional support alongside Production Services-Tech Staff as needed. Production Services-Event Staff represent Student Affairs while on duty. This appointment and requires evening and weekend hours and a commitment of 6-12 hours per week. This is a very labor-intensive position.

Responsibilities

General Duties

- A. Follow allow Safety guidelines set forth by the department.
- B. Responsible for set up, monitoring and tear down of meeting room tables & chairs, staging, trussing, video screens, Genie Lifts, crowd barricades, pipe & drape, and other equipment as assigned.
- C. Responsible for maintaining cleanliness within all University Center meeting rooms
- D. Responsible for assisting Production Services-Tech Staff as necessary.
- E. Responsible for enforcing department or building policies as appropriate.
- F. Interface directly with customer(s) at events.
- G. Attends all training and weekly department meetings.
- H. Notify Production Services-Tech Staff Lead promptly of faulty equipment.
- I. Assist with keeping the department inventory and maintenance systems up-to-date.
- J. Store unused equipment appropriately.
- K. Attend monthly all staff meeting.
- L. Other duties as assigned.

Qualifications and Conditions of Employment

- A. Must be an enrolled UWRF student for the upcoming semester.
- B. Minimum cumulative grade point average of 2.25 or higher before and during employment.
- C. Fall training from August 18 – 22; August 25 – Sept 1 must be fully attended.
- D. Knowledge of staging, room setups and/or the willingness to learn.
- E. Good mechanical skills are a plus.
- F. Must be available to attend fall training activities.
- G. The position requires 6-12 hours per week of commitment.
- H. Must be able to consistently lift a minimum of 65 lbs.*
- I. Must be able to work on lifts at heights up to 40' or on ladders.*
- J. Must be able to physically crawl, walk, or climb as necessary to finalize setups.*
- K. Must be able to receive approval from Risk Management to drive a campus vehicle.*
- L. Outside employment is not suggested, however, can be obtained with pre-approval of supervisor.

*Continued successful employment beyond 1 month is contingent upon the proven ability to perform these job tasks.

Production Services - Event Staff
Application for Employment
Student Affairs • University of Wisconsin-River Falls

Name: _____

Date of Application: ____/____/____

Permanent:
Address: _____

School:
Address: _____

City: _____ State: __ Zip: _____

City: _____ State: __ Zip: _____

Phone: (____)_____ Cell: (____)_____

Phone: (____)_____

Email: _____

Major: _____ Year in School: F S J S S+ Graduating Year: 08 09 10 11 12 13 14

Previous Work Experience (most recent first)

From: _____ To: _____
Employer: _____ City: _____ State: __ Phone: _____
Supervisor: _____ Phone: _____ Wage: _____
Job Description: _____

Reason for Leaving: _____

From: _____ To: _____
Employer: _____ City: _____ State: __ Phone: _____
Supervisor: _____ Phone: _____ Wage: _____
Job Description: _____

Reason for Leaving: _____

From: _____ To: _____
Employer: _____ City: _____ State: __ Phone: _____
Supervisor: _____ Phone: _____ Wage: _____
Job Description: _____

Reason for Leaving: _____

Customer Service Background – Please discuss jobs you have worked in the past, how you have interfaced with the customer and how you have handled the challenges that arose while working with customers.

Technical Background – Please discuss any background you may have with audio systems, theatrical performances, theatrical lighting, portable staging, portable trussing, mechanical expertise – i.e. drilling, sawing, welding, etc

