

- I. **Title:** Sound and Light Technician (SALT)
- II. **Description/Scope:** Sound and Light Techs assist with audio and video equipment for events held primarily within the Union, but occasionally at other campus locations. Examples include setting up cameras and microphones for live streamed events or setting up and mixing sound and lights for live bands or performers.
- III. **Supervisor:** Operations and Events Coordinator
- IV. **Pay Rate: \$12.25/hour**
**Compensation according to the University Union Wage Rate Guidelines (updated winter 2023)*
- V. **Time Commitment:** Hours vary depending on the programs occurring in the University Union. Mostly evening hours and some weekend hours are required.
- VI. **Responsibilities:**
- a. Setup, operate and take down sound equipment, including: microphones, mixers, amplifiers, monitors, laptops, etc.
 - b. Setup, operate and take down light equipment and design basic lighting shows.
 - c. Setup, operate and take down video projections equipment.
 - d. Monitor the use and location of University Union equipment to ensure security and proper care.
 - e. Attend all training sessions (both technical and general University Union), all bi-weekly technician meetings and any other meetings as identified by the Events and Operations Coordinator.
 - f. Regularly check technical equipment for damage, excessive wear or malfunction reporting all concerns to the Events and Operations Coordinator.
 - g. Assist with the preventative maintenance and cleaning of accessories.
 - h. Work with the artist or sponsoring group to provide satisfactory technical support and customer service necessary for a successful event.
 - i. Routinely review the operations report and Technical Services Requests to stay informed on programs and technical needs.
 - j. Perform other duties as assigned by the Events and Operations Coordinator or the Building Operations Manager.
- VII. **Qualifications:**
The technician should have an interest in working with technical equipment, theater, stage productions and performers. No experience is necessary. Training will be provided.

Updated: 12/15/2023



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