I. Title: Sound & Light Technician (Tech)

II. Description/Scope: The technician assists with the provision of all technical services required for events and programs taking place in the University Union. Events include concerts, performers, dances, movies, conferences, and other events that require use of sound or lighting systems.

III. Supervisor: Technical Services Coordinator & Coordinator of Building and Event Support Services

IV. Pay Level: 2
   *Compensation according to the University Union Wage Rate Guidelines (updated fall 2013)*

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:
   - Set up, operate, and take down sound equipment including microphones, mixers, amplifiers, monitors, mp3 players, CD players, etc.
   - Set up, operate, and take down lighting equipment, and design basic lighting shows.
   - Set up, operate, and take down projection equipment including film projectors, slide projectors, data-video projectors, etc.
   - Monitor the use and location of University Union equipment to ensure security and proper care.
   - Attend all training sessions (both technical and general University Union), all weekly technician meetings, and any other meetings as identified by the Technical Services Coordinator.
   - Regularly check technical equipment for damage, excessive wear, or malfunction reporting all concerns to the Technical Services Coordinator. Also, assist with the preventative maintenance and cleaning of the technical equipment and storage areas.
   - Assist the Technical Services Coordinator with regular inventory of all technical equipment, cords, and accessories.
   - Work with the artist and/or sponsoring group to provide satisfactory technical support and customer service necessary for a successful event.
   - Routinely review the operations report and Technical Services Requests to stay informed of programs and technical need details.
   - Perform other duties as assigned by the Technical Services 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.

**All University Union employees are required to take at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.**