



- I. **Title:** Sound and Light Technician (Tech)
- II. **Description/Scope:** The technician assists with the provision of all technical services required for events and programs taking place on campus. Events include concerts, performers, dances, movies, conferences and other events that require use of sound and/or lighting systems.
- III. **Supervisor:** Associate Director of Union Operations
- IV. **Pay Rate: \$9.25/hour**
**Compensation according to the University Union Wage Rate Guidelines (updated summer 2016)*
- 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, mp3 players, CD players, etc.
 - b. Setup, operate and take down light equipment and design basic lighting shows.
 - c. Setup, operate and take down projections equipment, including: film projectors, slide projectors, data-video projectors, etc.
 - 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 weekly technician meetings and any other meetings as identified by the Technical Services Coordinator.
 - f. Regularly check technical equipment for damage, excessive wear or malfunction reporting all concerns to the Technical Services 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 Technical Services Coordinator or the Coordinator of Event and Support Services.
- 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 must be enrolled in at least 6 undergraduate or 5 graduate credits per semester and have a minimum of 4 semester of schooling left at time of hire. Updated: 05/16