Falcon Center Media Ops Staff
Position Description
Falcon Center Operations • University of Wisconsin-River Falls

Title: Falcon Center Media Ops Staff
Department: Falcon Center Operations
Reports to: FCO Media & Technology Coordinator
Assistant Director of Falcon Center
Appointment: Academic year 2017-18
Start Date: Approximately August 26, 2017

Position Summary
This position will work as part of a team, and work closely with the FCO Media & Technology Coordinator, along with Assistant Director of Falcon Center. Responsibilities will include media operations for all events within Falcon Center venues including all UWRF Athletics events. Duties include camera operation, video board operation, event audio (dj) functions, and video board content creation. This position is responsible for creating an enjoyable and fan friendly experience at all events.

Minimum Qualifications and Conditions of Employment
A. Must be a student enrolled at UWRF.
B. Maintain a minimum cumulative grade point average of 2.00 or higher before and during employment.
C. Must be able to attend spring and fall training activities.
D. Must be able to lift up to 50 lbs
E. Possess the ability to work as part of a team
F. Have the ability to problem solve

Responsibilities
A. Attend all training sessions throughout the year
B. Follow policy and procedure in all aspects of the position
C. Stay up to date on all policy/procedure changes by staying in contact with all supervisors and event staff through a variety of communication media
D. Event execution as it pertains to media operations
E. Equipment operation
F. Represent the program and department with integrity
G. Late night and weekend hours will be required
H. Holiday hours and academic year break hours will be required
I. Other duties as assigned

Preferred Qualifications
A. Previous experience in event production, willingness to be work in a fast paced environment, experience in camera and/or audio operation, strong organizational skills and leadership experience is desirable.