Job Title: Event Staff  
Level: Entry  
Revision Date: 7/17/2012  
Pay Rate: See Website  
Job Reports To: Production Services - Student Technical Manager

Job Summary/ Position Purpose

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, scaffolding, crowd barricades, tables, chairs and will provide additional departmental support as needed including audio, video and lighting systems. 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.

Minimum Position Requirements

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 August 20 – August 24 must be fully attended.  
D. Working shifts August 25 – September 4 are required.  
E. Knowledge of staging, room setups and/or the willingness to learn.  
F. Good mechanical skills are a plus.  
G. Must be available to attend fall training activities.  
H. The position requires 6-12 hours per week of commitment.  
I. Must be able to consistently lift a minimum of 65 lbs.*  
J. Must be able to work on lifts at heights up to 40’ or on ladders.*  
K. Must be able to physically crawl, walk, or climb as necessary to finalize setups.*  
L. Must be able to receive approval from Risk Management to drive a campus vehicle.*  
M. 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.

Essential Tasks, Duties and Responsibilities

General Duties
A. Follow all Safety guidelines set forth by the department.  
B. Responsible for set up, monitoring and tear down of meeting room tables & chairs, staging, trussing, audio systems, lighting systems, video screens, Genie Lifts, crowd barricades, pipe & drape, and other equipment as assigned.  
C. Responsible for learning the technical aspect of setting up audio, video and lighting systems.  
D. Responsible for maintaining cleanliness within all University Center meeting rooms  
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 Manager promptly of faulty equipment.  
I. Assist with keeping the department inventory and maintenance systems up-to-date.  
J. Store unused equipment appropriately.  
K. Other duties as assigned.