Job Title: Production Services Lead Technician
Level: Lead – Expert
Revision Date: 1/4/2011
Pay Rate: Starting $9.00/hr.
Job Reports To: Assistant Director of University Center

Job Summary/ Position Purpose
The Production Services – Lead Technician is primarily responsible for supervising all of the student employees within the Production Services Department. Production Services provides full scale event production needs for the University Center and secondary support is provided to the entire campus. The Lead Technician will be responsible for planning, advancing events, supervising set-up and take down of all audio-visual, lighting, and other production equipment and will provide direct oversight of staff as required to ensure event success. Production Services – Lead Technician represents Student Affairs while on duty. This appointment requires evening and weekend hours on a regular basis of 15 – 25 hours per week. Irregular weeks could reach 30 hours.

Minimum Position Requirements

A. Must be an enrolled UWRF student for the upcoming semester.
B. Minimum cumulative grade point average of 2.50 or higher before and during employment.
C. Knowledge of technical equipment and/or willingness to learn new equipment.
D. Ability to troubleshoot equipment at a very advanced level.
E. Fall training from August 17 – August 28 must be fully attended.
F. Working shifts from August 29 – Sept 1 are required.
G. Must be available to attend fall training activities.
H. The position requires 15-25 hours per week of commitment with occasional 30 hours/week.
I. Must be able to consistently lift a minimum of 75 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 requires approval and is not recommended.*

*These criteria must be continuously met in order to be considered for this position.

Work Environment
This position works out of the University Center. Students holding this position may work anywhere on campus to provide the highest level of services as required by the essential duties of this position.
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Essential Tasks, Duties and Responsibilities

General Duties
A. Manage weekly resource scheduling in EMS software including employees and equipment.
B. Directly supervise Student Technical Managers.
C. Run weekly department scheduling/informational meetings.
D. Order parts, contact manufacturers and schedule equipment for maintenance.
E. Act as primary audio, lighting, or video engineer when a group does not provide one.
F. Responsible for primary support inside of UC Communications Rooms as required by the position.
G. Provide direct development and implementation of training process and schedule.
H. Responsible for enforcing department, building or safety policies as appropriate.
I. Responsible for handling initial disciplinary procedures with student employees.
J. Interface directly with the customer(s) at events.
K. Attends training and technician meetings as requested.
L. Assist with keeping the department inventory and maintenance systems up-to-date.

Additional duties
A. Attend weekly meetings.
B. Attend and complete all required trainings.
C. Other duties as assigned.

Hours of Work
A Production Services – Lead Technician employee will be required to maintain at least 15 - 25 hours per week during the academic year. Weekly shift hours are on a rotating basis and include some scheduled office time. Supervisor does not assign hours directly, students sign up for their hours at weekly meetings. Work during J-term, Spring Break and summer months are offered to a Lead before the rest of the staff.

Probation and Compensation
A probationary period of employment has been established for this position which lasts for the first month of the position. Requirements are shown above in the qualifications section and are denoted with an asterisk (*).

This position is paid hourly and work-study is not required to be eligible.

Performance Reviews
Performance reviews are conducted with the Assistant Director of University Center at least once per semester.
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Additional Position Information

Department Structure

Promotion

This position is the highest level available in the department for students.

Application for Employment

This position is available through internal promotion opportunities only. Please contact the Production Services Manager for information.

Equal Opportunity Employer

Student Affairs - Production Services

Student Affairs - Production Services (SA-PS) is an Equal Opportunity Employer and seeks to reflect the diversity of the University community. SA-PS welcomes students of every academic discipline. To qualify for SA-PS employment, you must be a currently registered student in good academic standing at UW-River Falls. Financial Assistance is not a requirement for SA-PS employment.