**Event Technician I Standard Job Description**

**Classification Title:** Event Technician I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Events Technician I, under general supervision, provides event set-up and operation of technical equipment and ambient staging for small- and large-scale live events.

**Essential Duties/Tasks:**

**40% Event Support and Coordination**

* Provides event support before, during, and after events.
* Works backstage or front of house during events as needed.
* Interacts directly with customers to ensure event expectations are met.
* Coordinates set-up and operation of staging, including AV equipment, lighting, and props.
* Assists with troubleshooting any issues that arise during events.

**20% Equipment Set-Up and Maintenance**

* Assists with set-up of audio/visual equipment for events.
* Prepares and sets up equipment for usage across multiple events in a short time span.
* Maintains inventory of equipment and ensures all items are in operational condition.
* Assists with managing and tracking equipment for concurrent events.

**10% Safety and Operational Practices**

* Explains and imparts proper safety and operational practices to team members.
* Addresses safety concerns as they arise during events.

**10% Technical Knowledge and Training**

* Develops technical and operational knowledge of audio/visual equipment for both small- and large-scale events.
* Stays informed about new audio/visual technologies and tools.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school graduation or equivalent combination of training and experience.

**Required Experience:**

* None

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**