**Event Technician III Standard Job Description**

**Classification Title:** Event Technician III

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Events Technician III, under general supervision, provides event set-up and operation of technical equipment and ambient staging for small- and large-scale live events. May coordinate small-scale events. May supervise and train employees.

**Essential Duties/Tasks:**

**40% Event Setup and Support**

* Assists with set-up of staging, audio/visual equipment, lighting, props, etc. for events.
* Operates equipment related to lighting, audio, and/or video as needed for events.
* Coordinates equipment usage across multiple events over a short timespan to ensure client expectations are met and inventory is maintained to support concurrent events.
* Examines event needs and determines appropriate equipment for small- and large-scale events.

**20% Staff Training and Supervision**

* Supervises and trains staff to ensure proper safety and operation practices.
* Explains and imparts safety and operational procedures to staff.
* Trains new staff on the operational use of audio/visual equipment.
* Ensures staff is confident in addressing safety issues and can operate equipment correctly.

**10% Customer and Client Interaction**

* Interacts directly with customers/clients to ensure their expectations are met during events.
* Attends meetings with managers in the event planning process to align client needs with event requirements.

**10% Equipment Inventory and Maintenance**

* Ensures equipment inventory meets event needs and stays current with industry benchmarks.
* Assists with designing practices and resources to improve event setup efficiency and equipment management/storage.

**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 diploma or equivalent combination of education and experience

**Required Experience:**

* Four years of related experience.

**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**