**Event Technician IV Standard Job Description**

**Classification Title:** Event Technician IV

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Events Technician IV, under direction, coordinates set-up and operation of technical equipment and ambient staging for small- and large-scale live events. Coordinates small-scale events. Serves as event supervisor, leading team, in absence of manager.

**Essential Duties/Tasks:**

**40% Event Coordination and Support**

* Provides coordination and event support before, during, and after events. May work backstage or front of house during events.
* Coordinates small-scale events.
* Interacts directly with customers/clients on events to ensure that expectations are met. Attends meetings with managers in the event planning process.
* Serves as event supervisor, leading team, in absence of manager.

**20% Equipment Setup and Management**

* Assists with set-up of staging, including AV equipment, lighting, and props.
* Examines event needs and determines appropriate equipment needed for small- and large-scale events.
* Operates equipment related to lighting, audio, and video as needed for events within our facility and elsewhere on campus.
* Ensures equipment inventory meets event needs and stays current with industry benchmarks.

**10% Staff Training and Safety Practices**

* Explains and imparts proper safety and operation practices. Ensures staff is trained to be observant for safety issues and is confident enough to address issues as they arise.
* Gains thorough operational understanding of audio/visual equipment, training new staff as needed.

**10% Resource Optimization and Planning**

* Extensively plans equipment usage across multiple events over a short timespan to ensure client expectations are met and that inventory is maintained to support concurrent events.
* Assists with designing practices and resources to improve efficiencies of event setups and equipment management/storage.
* Provides written estimates for all projects to appropriate manager before implementation.

**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:**

* Six 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**