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|  | JOB DESCRIPTION  Full Time Contract |

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| **Position Title:** | **Campus Events Technical Co-ordinator, 1 yr Contract** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Director of Campus Events through the Technical Manager |
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| **Remuneration:** | TBD |
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| **Hours of Work:** | 14 hours per week from April 15 – August 15;  40 hours per week August 15 – April 15 |

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| **General Scope of Duties** |
| Under the supervision of the Technical Manager, assist in supervising and leading the technical crew for all aspects of production for McMaster events. Assist with any requirements for audio/visual productions, including the setup, operation and strike of all production related aspects for each show. Mentor and teach other Campus Events Technicians on the technologies utilized at MSU Campus Events. Maintain and track all equipment within inventory. The role will require the incumbent to liaise frequently with other MSU Campus Events team members, clients, suppliers and other McMaster community members |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Technical Function | 40% | * Ensure that production requirements for the event have been provided and set up correctly. * Work with the Office Coordinator in determining technical requirements for events. * Coordinating the logistics for day-to-day events and operations. * Pack and unpack for events in the shop. * Track and keep up-to-date on all equipment being used through an inventory manager software * Maintain and repair equipment and storages within one’s capabilities. * Competently operate audio, lighting, and video equipment for events as needed. |
| Labour Function | 30% | * Ensure that all equipment is loaded into the venue and loaded out following the event safely. * Transport audio/visual gear for events as needed * Set up and strike of equipment as needed. * Ensure compliance to Occupational Health & Safety Code and other regulatory requirements. |
| Training Function | 20% | * Mentor and teach CMPE Technicians on how to set up and operate audio, lighting, video and staging equipment safely. * Provide on the job training as well as lecture style training for staff. * Help to create and update training materials |
| Other | 10% | * Assisting other departmental staff as needed * Other duties as assigned |

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| **Knowledge, Skills and Abilities** |
| * High level of organization and time management skills * Problem solving under stressful and high pressure conditions * Excellent communication skills and a cheerful disposition for dealing with staff and clients * Ability to multi-task and complete tasks as assigned * Knowledge of the over-all campus, residences, and Hamilton community an asset * Must be able to work independently and as part of a team * Intermediate level of knowledge in audio, lighting, video, and staging equipment used. |

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| **Effort & Responsibility** |
| * On-going management of equipment and allocation of equipment for events * Must be able to work Campus Events marquee events, including Welcome Week, Homecoming, Charity Ball, and Light Up the Night * Constant problem solving and decisions must be made under stress and time constraints * Mentoring and teaching other technical staff on the jobsite * Available to answer calls from Technicians at any time of the day or night. |

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| **Working Conditions** |
| * Odd hours of work are common, requiring time commitments early in the morning, late in the evening, and on weekends * Various environments that will be loud, bright, and/or dim. * Support varied events from Concerts and performances to professional, formal, and corporate events * Various indoor, outdoor, and inclement weather environments |

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| **Training and Experience** |
| * Minimum of 2 years’ experience in leading event productions * Related college diploma or equivalent * Proficient with most Microsoft programs (Word, Outlook, Excel, Access etc) * Proficient with other third party software (e.g. accounting software, resource management software, PDF readers etc) (training can be provided) * Computer, telephone and administrative support experience a must * Strong verbal communication skills |

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| **Equipment** |
| * Appropriate Personal Protective Equipment (PPE) required, including: * CSA approved enclosed footwear * Work gloves |