

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: ASSISTANT COORDINATOR, TECHNICAL SERVICES**

**Reports To:** Designated Supervisor

**UW Job Code:** 5240

**UW Job Family:** 51 – Technicians

**SOC Code:** 27-4011

**FLSA:** Non-exempt

**Pay Grade:** 17

**Date:** 9-18-14

**JOB PURPOSE:**

Under limited supervision, assist with coordinating the operation and staffing functions for technical services, including live audio reinforcement, stage lighting and projections technologies for performances, activities and events for organizations and programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with direction, training, and guidance in the filming, editing and production of audiovisual films for use in training/evaluating student development, scouting and other university activities.
- Train student technicians to safely operate and maintain sound, lighting and stage equipment; operate sound and lighting or other stage equipment as necessary.
- Fulfill requests for equipment and technical assistance; schedule equipment use, assign work to student technicians, and may coordinate billing for equipment/services and/or make certain technical services fall within allocated resources.
- Advise groups on the use and capabilities of equipment as specified by contract and technical rider; make referrals as necessary.
- Assist with the development and coordination of the audiovisual projects/services offered by the designated department.
- Facilitate supervision of stage crew, inspect areas and troubleshoot problems occurring at load-in, load-out and during events; clean areas before and after event; and may be required to secure area following event including locking doors and buildings.

## **SUPPLEMENTAL FUNCTIONS:**

- May determine if a building or room maintenance problem occurs after normal business hours, such as a leaking sink, whether it is an emergency for immediate maintenance repair call out, or whether problem can wait until normal business hours.
- May coordinate, direct and interact with marketing staff to effectively utilize audiovisual and electronic technology.
- Monitor equipment maintenance and maintain records on equipment use; maintain files.
- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

## **COMPETENCIES:**

- Independence
- Safety Awareness
- Delegating Responsibility
- Collaboration
- Decisiveness
- Analysis/Problem Identification

## **MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

Experience: **At least 1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of current stage, sound and lighting technology, methods and techniques.
- Knowledge of computer editing of audio data.
- Knowledge of computer systems for lighting and sound systems.
- Knowledge of facilities and asset management methods and procedures.
- Knowledge of student and/or staff hiring and supervision procedures, methods and techniques.
- Knowledge of policies and procedures governing use of equipment by performing groups.
- Knowledge of resources available across campus and locally to student groups.
- Knowledge of audio/visual equipment mechanics and maintenance requirements.
- Knowledge of communication and customer service methods and techniques.
- Ability to perform/supervise/coordinate technical stage, sound and lighting tasks.
- Ability to supervise and train staff, including organizing, prioritizing and scheduling work assignments.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies, techniques, methods and procedures.

- Ability to perform and/or recognize the need for audio/visual and/or technical equipment repair and maintenance.
- Ability to move equipment weighing 50 to 100 pounds regularly.

### **WORKING CONDITIONS:**

- May be required to work a flexible schedule, including nights, weekends and holidays.
- May be required to work an on-call schedule.
- Stage/event locations and standard office; occasionally subjected to mechanical or electrical hazards associated with stage, sound and lighting equipment; routine stooping and crawling; occasionally exposed to heights while rigging lights and to high levels of noise at events; frequently assist with moving equipment weighing 50 to 200 pounds.

### **DISTINGUISHING FEATURES:**

**Assistant Coordinator, Technical Services:** Functions under limited supervision to assist with operation and staffing functions for technical services, including live audio reinforcement, stage lighting and projections technologies. May provide sound and lighting equipment for performances, activities and events for organizations and programs.

**Coordinator, Technical Services:** Functions under very limited supervision to coordinate the operations and staffing function for technical services, including live audio reinforcement, stage lighting and projections technologies. Some positions may provide trained personnel and sound and lighting equipment for performances, activities and events for organizations and programs.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.