



MEMO

From the office of ...

Campus Events

TO: Executive Board (via, Operations Coordinator)
FROM: Nathan Smith, (Campus Events Office Coordinator),
Anthony Scime (CE Technical Coordinator)
SUBJECT: Modifications to Job Descriptions
DATE: June 14, 2018

Overview: A variety of changes are being proposed for the two (2) positions that are available to students with AVTEK Productions, as part of the Campus Events (CE) department. Most of these changes are aimed at maintaining precise language and more accurately reflecting the nature of the roles themselves. As well, AVTEK is employing a new training program which requires a reclassification of responsibilities for all Technicians, in particular the Senior staff, who will now be expected to mentor junior staff.

Summary of Changes: **Campus Events Technician**

- CE Office Coordinator added as conduit for the **Supervisor** (being the Director of CE), as this is in line with the normal operation of the department (scheduling staff, directing staff according to communications with the client, etc.)
- **General Scope of Duties** modified for clarity of language, and with a focus on McMaster events
- **Labour Function** modified to include a more general description for large events (not just change-overs), along with a change of wording
- **Technical Function** has been reduced in percentage to bolster a larger **Educational Function**, and both have been updated to clarify responsibilities relating to training and authority levels
- **Knowledge, Skills and Abilities** modified to include new wording, a reduction in overlap/redundancy, and a shuffling of points (some moved to new category)
- **Effort and Responsibility** modified to include punctuality, mandatory participation in CE marquee events, and attendance for mandatory (safety) training sessions
- **Working Conditions** updated to include environmental factors from previous iterations of the job description that have been lost over time, changes to wording where also necessary, as well as adding the points regarding standing for long periods and odd work hours
- **Training and Experience** modified to condense overlapping points and change wording for more clarity

- **Equipment** updated to more accurately describe which types of safety equipment are the responsibility of the employee, and which types may be made available when necessary
- Changes to formatting are also included, making text easier to read (increased paragraph spacing) and removing split rows (information divided between pages)

Summary of Changes: **Campus Events Senior Technician**

- **Supervisor** modified in same way as described above
- **General Scope of Duties** modified to include specific language regarding on-site diagnosis and resolving of technical issues, and acting as a supervisor when designated
- **Technical Function** decreased to bolster other areas and modified to include new language detailing the responsibilities and tasks involved
- **Labour Function** updated to be the second category and reorganized (some items moved to adjacent categories)
- **Supervisory Function** updated to include a larger percentage as part of the new responsibilities that are a result of the training program
- **Other** category changed to include a statement from the CE Technician document
- **Knowledge Skills and Abilities** modified to have communication skills placed first, to impose a working knowledge of equipment as necessary as opposed to a full understanding, and a consolidation of points for a reduction in overlap and redundancy
- **Effort and Responsibility** updated in a similar way as described above, in addition to requiring Senior Technicians to administer training to junior staff (and evaluate their ability to operate technical equipment in a competent manner, when required)
- **Working Conditions** modified in same way as described above
- **Training and Experience** modified in same way as described above, with the addition of further training opportunities, and the removal of offering third-party training (no longer relevant)
- **Equipment** modified in same way as described above
- Changes to formatting are also included, making text easier to read (increased paragraph spacing) and removing split rows (information divided between pages)

Closing Remarks:

These changes are intended to be in place before the start of the revised training program, so as to properly outline staff responsibilities and clarify what the roles realistically entail. In addition, the changes made are designed to provide a more clear description of elements and reflect the actual operations and intentions of the department.