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|  | JOB DESCRIPTIONHourly Staff |

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| **Position Title:** | **Campus Events Technician** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Director of Campus Events through the Campus Events Technical Coordinator |
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| **Remuneration:** | Grade A |
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| **Hours of Work:** | Variable |

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| **General Scope of Duties** |
| Work with the technical crew for all aspects of the ‘day of show’ production for live events. Assist with any requirements for audio/visual productions, including set up, operation, and removal of all production related aspects within the scope of responsibility laid out for each show. Assist the Senior Technicians with troubleshooting technical issues that may occur during an event or performance, and identify equipment found to be defective. Take part in active training towards the position of Senior Technician. General shop and office labour.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Labour Function | 40% | * Ensure that all equipment (production and artist) is loaded into the venue and loaded out following the event
* Load/transport audio/visual gear for corporate events as needed
* Assist with change over for concerts
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| Technical Function | 35% | * Ensure that production requirements for the event, within one’s field of responsibility have been determined, provided and set up correctly (training provided)
* Competently operate equipment for the event, as directed by the lead technician on site
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| Educational Function | 15% | * Learn the basics by observing peers as they work
* One-on-one training with Senior Technicians and/or the Campus Events Technical Coordinator
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| Other | 10% | * Assist with general office and shop duties including organization and clean up as required.
* Follow all relevant safety regulations
* Other duties as assigned
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| **Knowledge, Skills and Abilities** |
| * Excellent communication skills and a cheerful disposition for dealing with staff and clients
* Ability to responsibly complete assigned tasks in a responsible and safe manner
* Must be able to work independently and as part of a team
* Ability to work in a high pressure environment and think clearly
* Self-discipline and ability to work alone responsibly
* Ability to multi-task and complete tasks as assigned
* Extremely punctual
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| **Effort & Responsibility** |
| * Odd hours of work are common, requiring time commitments early in the morning, late in the evening, and on weekends
* Responsible for maintaining a professional image of both the MSU and Campus Events
* Heavy Lifting required (over 50lbs)
* Standing for long periods of time
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| **Working Conditions** |
| * Periods of intense working hours leading up to marquee events such as Welcome Week, Homecoming, and Light up the Night
* Activities are organized both indoors and outdoors in many differing weather conditions
* Typical bar/pub atmosphere which could be smoky and loud (hearing protection recommended)
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| **Training and Experience** |
| * On the job training provided
* Classroom training provided
* Basic understanding of electronics, sound, lighting and computers an asset
* Additional health and safety training will be provided
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| **Equipment** |
| * Proper safety gear
* Work gloves recommended
* Steel toed shoes / boots required
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