

Party On!

ENTERTAINMENT

Event Tech Job Description

SUMMARY: This position is responsible for setting up, testing, and operating equipment for events at various locations. The ideal team member will need to act professional and have basic knowledge of audio, lighting, and video systems. This position does not require any experience.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following. Other duties may be assigned:

Equipment Operation and Care

1. Transport Equipment to job site (Using personal vehicle and/or company truck/trailer).
2. Setup equipment prior to event
3. Tear-down and return equipment to storage
4. Connect, test and troubleshoot equipment on-site
5. Disconnect and pack all gear according to spec
6. Note any issues for maintenance and report to supervisor
7. Assure all gear is in working order before leaving job-site
8. Clean up any items left behind
9. Has the knowledge and skills to consistently overcome technical difficulties

Reliability

1. Maintain availability for weekend work (80%)
2. Be consistently on-time or early
3. Follow and respect time-off procedures
4. Has reliable transportation
5. Always follows all procedures while working alone without supervision
6. Utilizes checklists and procedural sheets to minimize error

Interpersonal Skills

1. Project a positive image for our company
2. Approachable in appearance and demeanor
3. Goes above and beyond what is expected to help clients, guests, and co workers
4. Display a positive upbeat attitude towards work
5. Able to work with other vendors
6. Be able to work alone or as a team member

Professionalism

1. Courteous and friendly at all times
2. Wear a suit to all functions, with appropriate tie, unless the requirements are reduced by management.
3. Check with customer throughout the event to ensure customer satisfaction

QUALIFICATIONS: To perform this job successfully, an individual must be able to meet the following requirements:

- Must have a valid driver's license
- Own a reliable vehicle with insurance
- Ability to read and follow maps
- Proficient with computers, software, and using the Internet
- Familiar with digital cameras and printers
- Access to a cell phone, computer, Facebook, and email
- Lift at least 60 pounds
- Must pass a background check
- Commit to at least 1 year of employment
- Learn quickly

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to exercise good judgment in unusual situations.

PHYSICAL DEMANDS: While performing the duties of this job, team members are often required to stand for long time periods. The team member must lift and/or move 60 pounds or more repeatedly including up and down stairs and through narrow corridors.

WORK ENVIRONMENT: While performing the functions of this job, team member may be occasionally exposed to moving mechanical parts. Employee may work at heights. The noise level in the work environment is usually high. Events may be indoors or outdoors.

By signing below we agree that the team member has the experience and/or training to carry out the duties as outlined in this job description.

Employee's Signature _____ Date _____

Manager's Signature _____ Date _____