



# STUDENT EMPLOYEE JOB DESCRIPTION

## RUDDER THEATRE COMPLEX

### Student Technician Lead

#### General Job Summary:

This job is a physically demanding job. It entails setting up and breaking down of various events (workshops, conferences, lectures, luncheons, dinners, and special events, etc.) in UCEN facilities and various buildings on and off campus. This position will put students in operational roles for equipment used in the execution of events across campus, some of which could be complex or high profile.

#### 1. Duties and Responsibilities:

- Setup & operate equipment for events in Rudder Theatre Complex as well as other venues across campus; equipment being used could include tables, chairs, stages, & sound/video/lighting equipment.
- Ability to read and perform time sensitive sets/tear down of equipment based off daily work order system. Unlock and lock campus facilities & venues as determined by same daily work order system.
- Answer radio as needed, be able to communicate effectively with customers and workers within our working group so event details are related accurately and in a timely manner.
- Be able to comprehend event needs, pack, setup, & operate the necessary equipment.
- Ability to work in a team environment to accomplish work in a timely, effective and precise manner.
- Work events in Rudder Theatre Complex, and various campus and non-campus buildings. Provide facility supervision during events so as to keep both the occupants and facility safe and provide the client with the ability to have successful events by making sure the needs that we can provide are being met.
- Be responsible for keys to other campus facilities. Occasionally, staff will help secure facilities.
- Lead teams of students in setting up & removing equipment in a wide range of facilities across campus. Help train fellow students in the operation of technical equipment.
- Assists in the interviewing of Student Worker position candidates.
- Trains new student employees on the LASSO schedule system, and all other day-to-day activities, to include UCEN standards and policies and procedures.
- Must be able to work evenings, weekends and/or special events as needed.
- Must have the ability to lift/carry items weighing at least 50 pounds.



- Must be able to work a minimum of 12 hours per week.
- Occasional duties include cleaning equipment, linens, and facilities.
- Perform related duties as required and needed.
- Other duties as assigned.

## **2. Work Schedule**

Hours will vary depending on your schedule.

Work shifts are in 4 hour increments.

Varying shifts Sunday – Saturday: 6:00am – 12:00am

At least 3 shifts a week

## **3. Adhere to all TAMU rules and regulations and abide by the Aggie Code of Honor.**

## **4. Minimum Qualifications:**

- Verbal skills in English, must be easily understandable in person.
- Must be able to lift at least 50 pounds.
- Work a minimum of 12 hours per week.
- Should be able to work some weekends.
- Knowledge of lighting, audio, and/or video equipment setup and operation.

## **5. Learning Outcomes**

- Identify professional development opportunities that will enhance professional growth.
- Understand and demonstrate sensitivities to individual differences, and apply those strategies to meet the needs of the team and guests of UCEN.
- Use interpersonal skills to coach and develop others, and apply those strategies to organize, prioritize and delegate work for UCEN events.
- Demonstrate the ability to maintain and manage a variety of different tools and resources, and adapt to emerging technologies to enhance the experience of UCEN guests.

## **6. Starting Pay: \$13.00/hr**