

Technical Crew Job Description



Reports to KUB Staff: Ken Dunlap, KUB Media Services Coordinator
Eligibility: Must be currently enrolled at BU
Must be in good academic standing
Requires FASFA application and approval
Hours: Subject to building operations
Hours not to exceed 20hrs/week during classes
Hours not to exceed 37.5hrs/week not during class time
Additional Documents: General Employee Expectations

Function This is technical work in setting up and assisting operation of video, lighting, and audio systems during University-hosted events in the Kehr Union Building such as conferences, banquets, concerts, plays and theatrical performances.

Skills Required Physical ability to move and assist in moving moderately heavy items (i.e. mixing consoles, speakers).
Use modern research/information techniques and tools to solve problems.
Ability to learn to independently; devise, initiate, and implement technical and semi-technical procedures and operations.
Ability to lift forty (40) pounds.
Ability to work in groups or independently.
Ability to express ideas clearly and concisely, both orally and in writing.
Ability to maintain effective working relationships with other employees, students, residents or event participants.
Knowledge of the operation and maintenance of audio and video cables, computers, software and peripherals, audio equipment, video equipment, and lighting equipment used in dramatic productions.
Knowledge of computer (PC and MAC) operating systems, PC and MAC office productivity and presentation software, and compatible computer peripherals and hardware.
Ability to use a personnel lift to adjust theatrical lighting to customize each performance or event.

Duties Performed Work at the direction of the Building Director, Operations Manager, Media Services Coordinator, KUB professional staff, and Operations Staff L2.
Work is performed both in a group setting and independently; and occasionally without available resource to technical assistance or well-defined guidelines.
Know how to read and interpret daily printouts of event requests held in the Kehr Union.
Coordinates reservation / setup / event info with other Technical Crew, Operations Staff L2, Operations Staff L1, the Operations Manager, Events Management Staff, KUB professional staff, Custodians, KUB Scheduling Coordinator or Scheduling Coordinator Assistant; or in some cases the BU Conference Services Coordinator and/or the program's Event Coordinator.
Ensures that equipment and furnishings are setup and operational in a way that will not cause a safety hazard to his/herself or any performers or patrons that attend the event and that does not block emergency escape routes.
Student Technical Crew employees may accommodate last minute requests at the direction of the Student Supervisor, Grad Assistant, or professional staff as long as:



1. the request is not for a major piece of equipment (i.e. Large/Small sound systems, performance/monitor speakers),
2. the equipment is not being used or will be used for current reservations or presets, and
3. the request, it's authorization, and any other details is included in the Technical Crew shift report. This is an absolute requirement.

Review program technical information and specifications to verify that requested equipment are sufficient for planned events and discuss any concerns or questions with the Operations Staff L2 or professional KUB staff.

Sets up and tests systems prior to the event and/or program. This includes but is not limited to testing of cables, microphones, sound systems, laptop computers, projectors, and replacement of batteries.

Technician must be able to set up all KUB equipment for scheduled events and add any other needed equipment at the last minute to assure the success of a performance with enough time so as to not affect the scheduled start time of the event.

Anticipate and/or troubleshoot logistical problems before an event.

During the program, the employee operates the systems and equipment, and assists the event coordinator and/or event-related personnel.

Effectively operate a 32 channel Allen & Heath soundboard for events ranging from vocal reinforcement, bands, conferences, and banquets. Equipment may consist of one (1) microphone to multiple microphones and outboard processing equipment (will train).

Notify Operations Staff L2 or professional KUB staff of extra run time for events or performances.

The employee performs routine preventative maintenance to equipment, performs repairs when applicable, and notifies KUB professional staff of the need for equipment repair.

Become familiar with the current and storage locations of all KUB technical equipment in the Kehr Union utilized to provide support services to all KUB users.

Required to clear all technical equipment at the conclusion of events.

Attend regularly scheduled meetings pertaining, but not limited to training, team building, information sharing, and scheduling.

Assist in the training and orientation of new employees.

Obtain building access keys for the KUB during scheduled shifts in the Student Activities Office. Return the keys to the appropriate key block at the completion of your shift.

Obtain a two-way radio (walkie-talkie) for inter-building communications during your shift.

Does not misplace your assigned building key access key, KUB access keys, or the two-way radio. Misplacing the keys or radio may result in disciplinary action including paying for their replacement.

Remain in the Kehr Union Building at all times unless otherwise instructed by KUB professional staff.

Is easily located at all times while actively working.

Communicate with Operations Staff L2 and clarify uncertain/unclear directions.

Performs related duties as required.

Expectations

Work all scheduled shifts.

- It is your responsibility to know your schedule. Schedules are sent directly via email, may be posted in the Technical Crew/Technical Equipment Storage office, and are available from the Scheduling Coordinator in the Student Activities Office.
- Be on time to start your shift. Reporting for shifts more than seven (7) minutes late is unacceptable.



- Never leave your shift early unless acknowledged and approved by KUB professional staff.

Communicate availability and any and all issues that may conflict with availability to work to the Media Services Coordinator at least two weeks in advance.

Absences are only excused if they are for an illness or emergency.

- Your shift must be covered and it is your responsibility to find someone to cover your shift.
- The Media Services Coordinator **MUST** be made aware of any and all shift changes prior to, or immediately after shift change arrangements have been made.
- If your absence is not for illness or emergency, but another employee has agreed to cover your shift, your absence *may* be approved pending that the change does not cause another employee to exceed the maximum amount of weekly hours. You must inform the Media Services Coordinator in advance (preferably by email) in order for the absence to be approved.

If you must be excused for illness or emergency:

During Media Services Coordinator scheduled work hours:

- Email (preferable) or call the Media Services Coordinator with notification of your issue(s).

During Media Services Coordinator non-scheduled work hours:

1. You must contact and notify the Scheduling Coordinator, Operations Manager, professional KUB staff or the Operations Staff L2 on-duty if you are unable to work or will be late for your shift. Voice Messages are not acceptable. Failure to call due to lack of cell phone minutes is not acceptable.
2. Email (preferable) or call the Media Services Coordinator with notification of your issue(s).

Technical set-ups must be completed efficiently, accurately, prior to event start times; and must be safe and aesthetically pleasing.

Review Technical Crew Building Event schedule print-outs. Reduce the chances of last minute complications by looking and working ahead by one day during weekdays, and over the weekend into Monday on Fridays and weekend days.

For less complex/standard events, power on equipment (sound, projectors, laptops, etc.) twenty (20) minutes prior to scheduled event start times.

Be present in room at least ten (10) minutes prior to scheduled event start time to assist building users. If no one is present in the room ten (10) minutes past the scheduled event start time, check back into the room every twenty (20) minutes until a building user arrives unless the event has been cancelled.

Store all equipment in established storage locations after use and ensure that all equipment is stored in established storage locations.

Once trained on equipment, you are expected to be capable of performing all routine technical setups and take downs (aka equipment strikes).

Be aware of your own time constraints as well as those involving event setups.

DO NOT exit the building in order to eat in the Scranton Commons.

DO NOT eat in the Husky Lounge. Radio communications are disrupted in the Husky Lounge. Food may be purchased and taken to other locations in the building.

At no time should you exceed the accumulation of 20 hour per week during regular academic participation unless prior authorization is given by KUB professional staff and the Office of Financial Aid.



My signature below indicates that I have read, understand, and agree to the I expectations and requirements of the Technical Crew work study position at the Kehr Union Building at Bloomsburg University of Pennsylvania.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____



Student Activities & The Kehr Union Building
Office 350, Kehr Union Building | 400 East 2nd St., Bloomsburg, PA 17815
Phone: 570-389-4346 | Fax: 570-389-2615

Bloomsburg University of Pennsylvania is committed to affirmative action by way of providing equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.

A Member of Pennsylvania's State System of Higher Education.

Updated 10/3/13
Technical Crew
Job Description
Page 4 of 4