Title: Event Technician 1

Pay Scale
Group: 83

Essential Function
Under general supervision from a designated supervisor, set up meeting areas within MainStreet.

Characteristic Duties
1. Set up tables, chairs, stages, platforms, lighting, etc., in meeting areas within MainStreet according to customer needs.

2. Review scheduling software to determine required room set-up.

3. Deliver and set up electronic audio-visual equipment (e.g., laptop computers, document cameras, data projectors, A/V adapters VCR/CD/DVD players, etc.) and peripherals according to customer needs.

4. Demonstrate operation of audio-visual equipment for customers before meetings. Troubleshoot customer problems with operation of equipment during meetings, as needed.

5. Anticipate customer needs and respond to customer requests.

6. Electronically submit daily event and shift reports.

7. Assist with signage updates.

8. Maintain security of all equipment when not in use.

9. Assist in basic maintenance of equipment (e.g., clean filters, replace bulbs).

10. Maintain housekeeping conditions as prescribed by area.

11. Perform related duties based on departmental need.

Unusual Working Conditions
• Extensive pushing, pulling and lifting of furniture/furnishings. May work evening shift. May be required to work weekends. May be exposed to weather.

Minimum Qualifications
• High school/GED diploma. Must be able to demonstrate the ability to lift up to 50 pounds and demonstrate full range of motion for reaching, bending, and stooping. Must be able to demonstrate familiarity with set-up of electronic audio-visual equipment. Three months customer service experience.