Title: Event Technician 2

Pay Scale
Group: 93

Essential Function
Under general supervision from a designated supervisor, serve as lead worker and set up meeting areas within MainStreet.

Characteristic Duties
1. Serve as lead worker and set up tables, chairs, stages, platforms, lighting, etc., in meeting 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 projector, 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 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. Some positions may require a current valid driver’s license with an acceptable driving record.

Minimum Qualifications
- High school/GED diploma. Must be able to demonstrate to 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. Nine months customer service experience.
Last updated: April 2016