

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, AUDIO/VISUAL SERVICES

Reports To: Designated Supervisor

UW Job Code: 5256

UW Job Family: 51- Technicians

SOC Code: 27-4011

FLSA: Exempt

Pay Grade: 21

Date: 7-1-17

JOB PURPOSE:

Coordinate audio-visual and technical support services for campus activities and events; operate, maintain and repair equipment; hire, train and supervise technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate audio-visual and technical support for campus activities and events.
- Coordinate requests for equipment and technical assistance; schedule equipment use, assign work to technicians and may coordinate billing for equipment/services.
- Advise groups on the use and capabilities of equipment as specified by contract and technical rider; make referrals as necessary.
- Hire and train technicians to safely operate and maintain sound, lighting and stage equipment; operate sound and lighting or other stage equipment as necessary.
- Assist with the development of the budget as it relates to audio-visual, technical support and staffing needs.
- Facilitate equipment preventative maintenance; develop and maintain equipment inventory; recommend appropriate purchases.
- May supervise stage crew, inspect areas and troubleshoot problems occurring at load-in, load-out and during events; may clean areas before and after event, and may be required to secure area following event including locking doors and buildings.
- Administer existing policies and procedures relative to equipment, safety, contractual obligations and services.
- Act as an expert resource concerning technical services including rigging, lighting, audio-visual, photographic, electronic display and sound projects.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- May determine if a maintenance problem occurs after normal business hours, whether it is an emergency for immediate maintenance repair call out, or whether the problem can wait until normal business hours.
- May coordinate with marketing staff to effectively utilize audio-visual and electronic technology.

COMPETENCIES:

- Attention to Detail
- Delegating Responsibility
- Adaptability
- Independence
- Quantity of Work
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Associate's degree**

Experience: **At least 3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable University, Federal and State laws and regulations.
- Thorough knowledge of performing arts, theater, audio, sound, stage lighting, music and dance; safety requirements and standards.
- Working knowledge of computer systems, video, productions, multi-media, stage design, basic electrical theory and usage.
- Knowledge of hiring and supervision procedures and policies.
- Knowledge of cost billing processes and procedures.
- Strong interpersonal skills and commitment to customer service.
- High level of problem-solving skills.
- Ability to coordinate technical/production support; ensure compliance with codes and regulations; operate, troubleshoot and maintain equipment.
- Ability to train, schedule, supervise and evaluate technical staff and student employees.
- Ability to examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies, techniques, methods and procedures.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in office, stage and event venue environments.
- Occasionally subjected to mechanical or electrical hazards associated with stage, sound and lighting equipment; routine stooping and crawling; occasionally exposed to heights while rigging lights and to high levels of noise at events; frequently assists with moving equipment weighing 50 to 100 pounds.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.