

Audio-Visual Technician (A/V) Position Description

Title: Audio-Visual Technician (A/V)

Supervisor: Program Manager I, Media Services

Pay Rate: \$8.50/Hour

Hours of Work: 20 Hours per week, including nights and weekends. Additional hours may be available during University break times and summer months.

General Responsibilities:

The Student Centers Audio-Visual Technicians will provide technical support for the Student Centers meeting spaces.

Specific Duties:

- Provide Audio Visual support for Student Centers meeting spaces including the Theater and Houston room.
- Provide AV support for Student Centers events such as Cats Back, myUH my Houston and Frontier Fiesta.
- Assist Student Centers Media Services Program Manager/Coordinator with the installation and maintenance of AV equipment.
- Interact with and engage diverse student body through 'teching' various student run events ranging from lectures to concerts.
- Support other Student Centers teams such as Event Setup Staff and Operations as needed.
- Other duties as assigned

Qualifications:

- Currently is enrolled in good standing at the University of Houston main campus
- Professional etiquette and communication skills including: time management, answering phone calls, email communication, and verbal communication
- Customer service experience preferred
- Ability to work well within a team as well as independently with limited on-site supervision
- Audio Visual experience of any sort preferred
- Some physical activity both indoors and outdoors is required
- Strong problem-solving skills, responsible, efficient, and flexible
- Available to work 15 – 20 hours weekly, including nights and weekends
- Able to work and interact within a diverse population of patrons