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## Auburn University Job Description

Job Title: **Coord I, Event Operations**

Job Family: No Family

Job Code: **OC49**

Grade MC05 \$35,000 - \$49,000

FLSA status: Non-exempt

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### Job Summary

Reporting to the Supervisor, Audio-Visual, this position ensures that room set-ups and audio-visual needs are being met in the Melton Student Center, as well as all Student Affairs facilities and auxiliary spaces. Consults with staff and customers, makes recommendations on audio-visual support services and lighting for events, and provides technical assistance.

### Essential Functions

1. Assists clients with pre-event planning, coordination of event setup, as well as audio-visual technical assistance within the Auburn University Student Center and auxiliary locations, to include small indoor board meeting, large conferences, outdoor events, and high-profile university functions. May perform these duties alone or collaboratively with supervisors and event operations staff.
2. Assists with and provides support for recruitment and selection, initial orientation, training, and supervision of the event operations student employees regarding audio-visual and set-ups for the Auburn University Student Center and auxiliary locations.
3. Provides transportation and arrangement of furniture and equipment within Student Affairs facilities for various customer events, including but not limited to, tables, chairs, staging, and podiums.
4. Consults with customers and makes recommendations on audio-visual support services and lighting for events.
5. Provides recommendations to supervisors for up-to-date audio-visual needs. Troubleshoots, repairs, and maintains applicable equipment and devices, as well as provides reports on damaged audio-visual equipment.
6. Maintains event inventory of equipment, supplies, and furniture etc.
7. Assists with the maintenance and management of the Student Center game room, to include implementing small repairs, as well as outside vendor communications.
8. Performs other specialized duties as required.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School diploma or equivalent
<b>Experience (yrs.)</b>	3	Experience with audio-visual equipment, including, but not limited to, providing technical assistance, set-up and tear-down.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge and application of advanced concepts, as well as practices and procedures of audio-visual technology, furniture arrangements and lighting for event set-ups.

#### **Certification or Licensure Requirements**

Valid Driver's License

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/4/2021

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