

**Position Title: Student Employee – AV Event Support****Department:**

Information Technology / Event Services / Media Services

**Position Summary:**

The AV Event Support Student Employee provides essential support for campus events by setting up, operating, and troubleshooting audiovisual (AV) equipment. This position plays a critical role in ensuring the smooth execution of academic, administrative, and student-led events. The student employee will work closely with event organizers, faculty, and professional AV staff to deliver high-quality technical services in a variety of campus venues. This position is approved for 20hrs per week at a pay scale of \$15.00 to \$18.00 per hour.

**Key Responsibilities:**

- Set up, operate, and break down AV equipment for campus events, including microphones, projectors, sound systems, video recording equipment, lighting, and computers.
- Provide on-site technical support during live events, such as lectures, panel discussions, performances, ceremonies, and conferences.
- Perform sound checks, video tests, and equipment functionality checks prior to event start times.
- Troubleshoot technical issues in real time to minimize disruption during events.
- Assist with video recording, live streaming, and hybrid (in-person/virtual) event setups as needed.
- Safely transport AV equipment to and from event locations, and ensure secure storage post-event.
- Collaborate with professional staff to plan for event needs and provide feedback after events.
- Maintain inventory logs, track equipment usage, and report any damage or malfunctions.
- Deliver excellent customer service and maintain a professional demeanor when interacting with clients, guests, and university staff.

**Minimum Qualifications:**

- Enrolled as a student at the Universities at Shady Grove.
- Interest in audiovisual technology, event production, or related fields.
- Basic familiarity with AV equipment such as microphones, speakers, mixers, projectors, and presentation software.
- Willingness to learn new technologies and follow detailed technical procedures.
- Strong communication and customer service skills.
- Ability to work both independently and as part of a team.

- Punctuality, dependability, and attention to detail.

**Preferred Qualifications:**

- Previous experience with AV setup or live event support.
- Familiarity with platforms like Zoom, Teams, or live-streaming tools.
- Knowledge of audio mixing consoles, video switchers, or lighting control systems.

**Working Conditions:**

- Variable hours based on event scheduling, including evenings, and occasional weekends.
- Physical activity required (lifting equipment up to 50 lbs., moving carts, setting up gear).
- Indoor and outdoor work environments depending on event location.
- Uniform or staff ID badge may be required during shifts.

**Learning Outcomes / Benefits:**

- Hands-on experience with professional AV and event production technologies.
- Improved technical problem-solving and real-time troubleshooting skills.
- Enhanced communication and teamwork abilities in high-pressure environments.
- Exposure to behind-the-scenes event planning and coordination in higher education.