Position Description

Position Title: Manager of Event Media
Department: Auxiliary Enterprises
Position Code: E0443
Date Prepared: 3/31/15
FLSA Status: ☒ Exempt ☐ Non-Exempt
Full Time: Yes ☒ No ☐

JOB SUMMARY:
The Manager of Event Media gives oversight and leadership to the development and operation of the Event Media office in support of campus events and conferences.

ESSENTIAL JOB FUNCTIONS:
The employee in this position will have the following essential job functions:

- Provides recording and sound reinforcement services for events, conferences, concerts, and other presentations
- Provides planning and advice for the maintenance, development and improvement of the Event Media office
- Makes recommendations for the Event Media office annual personnel and materials costs as well as capital improvements, and monitors expenditures for conformity to established budgets
- Creates designs, proposals, and recommendations for Audio/Visual systems installs
- Ensures the effective use of technical equipment and personnel for campus events
- Works one-on-one with client or event planning staff to plan and execute media needs (sound reinforcement needs, stage design, program scheduling, etc.) for campus events
- Attends or sends a delegate to weekly event services meetings and contributes as a member of the event planning team
- Operates and teaches others to operate sound, lighting, staging, and other electronic equipment
- Reviews event riders for invited guest artists and music groups and coordinates special equipment requests for needs for events
- Provides oversight for event stage design and setup
- Schedules technicians to operate media equipment for events
- Trains and develops leaders for internal leadership positions

Performs other duties as may be assigned by supervisor.

EDUCATION:
The person in this position should have a Bachelor’s degree in related field such as engineering or communications and/or have a minimum of three to five years direct related experience to the duties or responsibilities specified.
EXPERIENCE:
The person in this position should have experience with sound engineering equipment. Additionally, should have experience working with and directing technicians as well as experience with budgeting for supplies and equipment.

SUPERVISION:
The person in this position will supervise 2 full-time direct reports and 15-20 part-time reports.

The person in this position will report to the Director of Event Productions.

WORK ENVIRONMENT:
The person in this position will have limited exposure to unpleasant working conditions including heat, dirt and stress. Additionally, this position has limited physical effort and limited exposure to physical risk. Regular exposure to outdoor conditions, occasional evenings and weekend production is required. Additionally, stooping, bending and minor lifting will be required.

EQUIPMENT:
The person in this position will use the following equipment: lighting equipment, power tools for building stage sets, computers and related equipment, lighting consoles, sound consoles, and sound reinforcement equipment.