

# **Audio Visual Technician / Events Set Up**

## **JOB SUMMARY**

Responsible for basic set up and operation of small to large-scale audiovisual systems in a hospitality environment while ensuring complete customer satisfaction. Perform set up and tear down of furnishings for events and maintain equipment in good repair. Position is for evening shift, normally 3:30 pm to 12:00 am, Tuesday through Saturday.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Ensures a flawlessly executed event through accurate and timely setup, operation, and breakdown of basic audiovisual equipment as listed in the technical qualifications section
- Understands the technical aspects of the job and demonstrates basic operational ability to troubleshoot and problem solve with equipment and software issues.
- Handles equipment challenges and changes in a timely and professional manner.
- Monitors events and checks in on customers throughout the event's duration.
- Monitors events, before and during, to ensure all procedures are being followed correctly and all guidelines relating to historic preservation of the Station are observed
- Reviews Operations Request for event specifics, logistics and details.
- Ability to interact with clients in a professional manner.
- Performs set up of furnishings and equipment for events, social functions and conferences; maintain equipment in good repair
- Serves as consultant to venue manager regarding correct types and amounts of equipment/furniture required for an event
- Works with event scheduling software, receiving any support services needed for scheduled events
- Move, deliver, assemble and store furniture and equipment as needed
- Conducts various types of department and office moves
- Remains until events are finished and until break down and clean up are completed (or until your shift ends, which would be previously specified if earlier than event load out).
- Maintain standards of performance that reflect a high degree of pride, teamwork, professionalism and customer service
- Promote a culture of safety and environmental protection by working in a safe manner, immediately reporting unsafe situations and accidents
- Performs other duties as assigned.

## **QUALIFICATIONS**

- High School diploma or equivalent; Bachelor's Degree preferred
- One year audio visual experience or equivalent in educational environment is preferred.
- Excellent interpersonal communication and customer service skills.
- Excellent oral and written communication skills.
- Ability to plan, prioritize and organize multiple tasks in a team environment.
- A valid driver's license and clean driving record is required for team members that may operate company vehicles.
- Effective research and problem solving abilities strongly preferred.
- Ability to successfully handle multiple and sometimes conflicting priorities

## **TECHNICAL QUALIFICATIONS**

Familiarity with the following equipment is preferred:

- Audio – house sound, wireless, microphones, power speakers, mixers-push to talk systems
- Lighting – up lighting, gels/GOBOS, podium, basic focus
- Rigging – stands, ground supported equipment, trusses, banners and signs
- Video
- Computers

## **PHYSICAL DEMANDS**

- Ability to lift up to 50 lbs. frequently lifting and moving objects; occasionally 100 lbs.
- Move/set/strike equipment during set up/tear down
- Ability to bend, crawl, stoop and reach in order to provide customer support in the installation, repair and maintenance of hardware, software and other technology.
- Ability to be on your feet for hours; frequent stooping, kneeling and crouching; occasional climbing of ladders and scaffolds; frequent carrying of loads up and down stairs; works in all weather conditions, dusty or noisy conditions.
- Ability to work nights, weekends, early and extended shifts

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional office environment. E/O/E M/F/D

### **To Apply:**

Send resume and cover letter to:  
Union Station Kansas City  
Human Resources Department  
30 W. Pershing Road, Suite 400  
Kansas City, MO 64108

Or email your resume to: [employment@unionstation.org](mailto:employment@unionstation.org)