



Job Description

Job Title: Event Services Technician
Department: Event Services
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SUMMARY

The Event Technician provides technical support across a wide range of live events. The event technician is responsible for state-of-the-art equipment through all phases of the live event process. This includes preparation, delivery, set-up, operating equipment during live event, tear-down, and maintenance upon return to warehouse. Each event is unique and the event technician must be comfortable operating in a face-paced, ever-changing environment while providing high quality technical standards and excellent customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Including, but not limited to the following:

- Setting up and monitoring sound, light, video and backline packages
- Safely rigging all types of A/V equipment
- Driving/riding to the event site in company owned or rental vehicles
- Responsible for overseeing all aspects of the event with regard to HBSL equipment and services provided
- Promoting HBSL by always portraying a safe, professional attitude
- Supervise a local crew up to 8-10 stagehands handling HBSL gear
- Responsible for the overall success of events from the A/V standpoint
- Satisfy the client by performing all reasonable requested tasks.
- Keep HBSL gear in top notch condition by performing preventative maintenance and performing necessary repairs in a timely manner.
- Reporting items that are beyond the employees abilities to repair to the Event Services Manager, supervisor or a repair technician in a timely manner so that they may be addressed
- Constantly be on the lookout for new procedures or policies that would benefit HBSL and communicate these to the appropriate supervisor.

SUPERVISORY RESPONSIBILITIES

Supervise a staff of local crew (non-HBSL employees) during setup and tear down of HBSL gear on an event site; responsible for the safe, timely performance of these tasks.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a clean driving record, North Dakota or Minnesota driver's license
- Must have a Class A commercial driver's license with valid medical card, or be able to obtain one within three (3) months of employment with HB Sound & Light.
- Must be able to pass a criminal background check
- Must have a good understanding of all A/V equipment
- Must be always willing and motivated to learn new tasks

- Must be internally motivated and goal oriented
- Must be able to follow, and at times, give direction in order to accomplish assigned tasks.

EDUCATION and/or EXPERIENCE

Minimum high school diploma is mandatory. Technical trade school education is preferred, but is not required. Two to five years in an event services related field is preferred, but HBSL will train the right candidate with a strong, motivated attitude. Technology background is critical.

LANGUAGE SKILLS

The employee must possess the ability to read, analyze, and interpret general business information. The ability to write reports and business correspondence is mandatory, as well as the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Computer skills are also beneficial.

MATHEMATICAL SKILLS

The candidate must possess the ability to calculate figures technical formulas like speaker load, amperage totals and many other basic mathematical calculations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid driver's license with a clean driving record. A CDL class A is required, but HBSL will help to obtain within three (3) months of hire date.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Travel is required in the position via airplane and car.

While performing the duties of this position, the employee may be required to lift, move and carry items that weigh in excess of 200lbs. Many of these items are on wheels, however, the contents of the cases are normally manipulated manually therefore lifting 75-150lbs at times is not unusual. While loading trucks, many of the cases are in excess of 200lbs and must be pushed up ramps to be loaded on the truck.

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.

The noise level in the work environment is usually moderate; however, at times it can be extreme.