



University Students' Council of the University of Western Ontario
POSITION DESCRIPTION
EVENTS CREW

EFFECTIVE: 01/01/2017

SUPERSEDES: 01/01/2016

AUTHORITY:

RATIFIED BY:

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1.00 POSITION TITLE: EVENTS CREW

2.00 POSITION OVERVIEW:

- (1) Reporting to the various Events Coordinators (Production Coordinator, Reservations Coordinator, Event Support Coordinator, Technical Coordinator), the Events Crew is responsible for setting up and operating a wide range of audiovisual equipment and furnishings, providing hands-on support and staffing for all events presented by the USC.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Setup/strike of audiovisual equipment, cabling, furnishings, etc. as they pertain to events.
- (2) Safe and controlled operation of audiovisual equipment such as speakers, mixing consoles, microphones, projects, screens, lighting, and more.
- (3) Regular patrol of the University Community Centre, reporting any damages or issues requiring attention.
- (4) Occasional heavy lifting and other duties as assigned by Supervisor(s).

4.00 QUALIFICATIONS:

- 1) Prior knowledge, background, or experience in live events and entertainment, such as high school theatre technology, audio recording, or video production is an asset, but not required. Qualified candidates for the position must be an undergraduate student of Western University. The ideal candidate is:
 - a) *Positive and inquisitive:* Events Crew members must exhibit a positive mindset and curious nature, seeking to understand both how and why equipment operates the way it does.
 - b) *Adaptable, with strong problem-solving skills:* Live events are a fast-paced environment, and as such it is necessary that Crew members can excel in high-pressure situations and be quick on their feet.
 - c) *A team player:* As the Events Crew works on large-scale events, teamwork is essential to ensure productions begin on schedule.
 - d) *Reliable, punctual, and a strong independent worker:* Crew members will have the



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opportunity to work independently on smaller-scale events such as conferences and coffeehouses, and so the ability to work with limited supervision or direction is an asset.

5.00 TIME COMMITMENT:

- (1) The time commitment will generally range from four to fifteen hours of work per week; however, additional hours may be required during peak months (September, October, January, and March) as scheduled by the Event Support Coordinator. Additional hours will be communicated and mutually agreed upon in advance, when necessary.

6.00 TRAINING/SUPPORT:

- (1) There will be a Health and Safety training seminar conducted at the beginning of your employment. This seminar is mandatory as all employees of the USC must attend.
- (2) There will be a Training Day conducted in August to familiarize the Crew member with the USC operations, UCC building, and general event protocol.
- (3) On-the-job training will be provided on an ongoing basis by the Production Coordinator, Reservations Coordinator, Event Support Coordinator, and Technical Coordinator.

7.00 COMMUNITY IMPACT:

- (1) The USC Events Crew has the opportunity to directly impact student life and engagement at the University Students' Council at Western University by participating in the execution of small and large-scale events and programming. This position will allow for a direct impact on the enhancement of USC's diverse range of operations.

8.00 SUPERVISION:

- (1) Members of the Events Crew report directly to the Production Coordinator, Reservations Coordinator, Event Support Coordinator, and Technical Coordinator. Additionally, Events Crew are responsible for tasks assigned by the Senior Manager, Events and Building Services.
- (2) Hiring and payroll is coordinated by the Event Support Coordinator. Any inquiries may be directed to (519) 661-2111 ext. 83496, or in person at Room 318A in the University Community Centre at Western University.