



## **POSITION ANNOUNCEMENT**

*Official University Staff title: Associate Artist*

*Working title: Event Production Coordinator*

**UNIVERSITY CENTERS**

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### **POSITION DESCRIPTION:**

Reporting to the Assistant Director for Event Services, Camps and Conferences, Event Production Coordinators train, develop, and mentor an Event Production Crew comprised of approximately fifty-five (55) student staff members as well as design and execute setup and production needs for a variety of student, department, and outside rental and conference events. Venues include the Davies Student Center, Schofield Auditorium, Zorn Arena, Hilltop Center, and a variety of indoor and outdoor spaces on and off campus.

Event Production Coordinators collaborate with student organizations, faculty and staff from academic departments and administrative units, as well as members of the Eau Claire community and beyond to provide timely and efficient customer service as well as professional execution of a variety of events. Examples of events are: small stage and arena concerts, summer ballroom weddings, building-wide conferences, the annual Dancing with the Eau Claire Stars (rental event), lecture and performing arts series events, outdoor student organization recruitment fairs, activities and events sponsored by the University Activities Commission, the annual Viennese Ball, the annual Fireball (drag show), Commencement ceremonies, and the summer Eaux Claires Music and Arts Festival.

Event Production Coordinators serve as liaisons to the University Learning & Technology Services (LTS) staff in supporting live video streaming and other technology services to customers in locations across campus. Coordinators also perform maintenance on production equipment as needed, and arrange for repairs.

This staff member is responsible for upholding the University Mission through dedicated job performance and service excellence, with a commitment to holistic student development, and will exhibit behaviors that properly represent the University's mission, vision and values including taking substantive measures to create and maintain an inclusive environment free of bias, leading and communicating in a way that champions diversity, and creating inclusive awareness for greater understanding of diversity.

### **PRINCIPAL FUNCTIONS AND DUTIES:**

- Maintain a long-range production services plan for University Centers
- Connect with clients to realize audio visual and production needs within the parameters of budget and resources
- Manage setups, technical event production, strikes, and cleanup for internal and external events, including University Athletics events in Zorn Arena
- Prepare, present, and administer production, capital equipment, and maintenance budgets
- Provide timely, comprehensive cost estimates for clients
- Perform preventive and routine maintenance on production equipment
- Serve as a member of the University Centers staff, participating on University and unit committees and programs as assigned; represent University Centers as a Production Coordinator for various events
- Assist in coordination and implementation of University Centers events (i.e., Viennese Ball, student welcome party, etc.)
- Demonstrate capability to manage multiple, competing, and shifting priorities

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from a regionally accredited institution
- Previously demonstrated strong leadership, mentoring and training abilities in production management, including sound, rigging, and lighting
- Technical production experience in multi-use facilities such as student unions or convention centers
- Professional experience in production management
- Strong interpersonal and communication skills
- Valid Driver's license and ability to earn and maintain certification to drive University vehicles
- Demonstrated commitment to diversity, equity, and inclusiveness

### **PREFERRED QUALIFICATIONS:**

- Experience with high-end production equipment including in-house digital control systems, analog and digital audio, and digital media networking technology
- Proficiency with Microsoft Office Suite, EMS (Event Management System), and Resolume
- Experience as a technician with large-scale events, touring productions or music festivals

The ideal candidate will be flexible, especially in terms of hours worked, as late evening, weekend, and holiday work will be a necessity.

### **RESPONSIBILITIES:**

- Set up and operate the following equipment, and develop and deliver training program for students to do the same, in the following areas:
  - Audio – small and large PA systems, both digital and analog
  - Rigging – in ballrooms and arena setting
  - Lighting – ETC control boards with intelligent and LED conventional fixtures
  - Projection – Samsung digital displays, Panasonic projectors
  - Network control interfaces and communication – Crestron, Dante Audio, BIAMP AVB
- Recruit, hire, and mentor student crew leaders and members as they perform daily room setup and tech monitor duties throughout the student center and work on productions across campus. As part of our mission to provide high impact employment experiences for students, complete formal performance review for students at the end of each semester
- Develop CAD, Wysiwyg, Meeting Matrix, and other soft-based design formats for events
- Maintain comprehensive inventory schedule of University Centers production and event equipment
- Collaborate with event coordinators on a weekly basis to ensure all AV and setup needs are met for student, departmental, and rental and community events
- Promptly and accurately complete various administrative duties such as submitting student payroll, reconciling P-Cards, submitting bid proposals, and coordinating rentals with vendors
- Assist with budget administration for and general maintenance and upkeep of the audio and lighting systems in Davies Center and other venues
- Develop, implement, and evaluate policies, procedures and guidelines for all event production activities. Ensure safety of working crew members and audience members and event sponsors and participants. Ensure compliance with all unit/campus/UW system/state and national guidelines, rules and regulations

**THE UNIT:** The University Centers unit consists of 25 FTE permanent staff members and approximately 100 student staff members, and is responsible for oversight of the student center, meeting and event venues, and onsite auxiliary services including a bookstore, a bank, and the campus food service.

[www.UWEC.edu/centers](http://www.UWEC.edu/centers)

**UNIVERSITY and EAU CLAIRE COMMUNITY:** UW-Eau Claire, an institution of approximately 10,500 students and 1,100 faculty and staff, is consistently recognized as a top comprehensive university in the Midwest and is widely known as a leader in faculty-undergraduate research and study abroad opportunities. We strive for excellence in liberal education and select graduate and professional programs through our commitment to teaching and learning and dedication to our core values of diversity, sustainability, leadership, and innovation.

The City of Eau Claire, situated at the confluence of the Chippewa and Eau Claire rivers, is at the center of a metropolitan area of approximately 100,000 people located 90 miles east of Minneapolis/St. Paul. The area features beautiful parks and trails, strong public schools, a vibrant arts scene and local food culture, and abundant recreational opportunities.

**APPLICATION PROCEDURE:** Applications are submitted electronically. Please follow instructions found on the following UW-Eau Claire Web site: <http://www.uwec.edu/Employment/uweccareers.htm>. You must login before you can apply. If you have not yet registered, click on the "Click here to Register" link to begin the registration process. If you are already a registered user, input your "User Name" and "Password" and select "Login." Click the link to position **Job ID # 14792** and then click the "Apply Now" button to submit your application electronically. Your application will not be considered complete until all required documents are attached and all required fields are completed.

**Please be sure you have included the following three attachments in PDF format:**

- Letter of application
- Resume
- Names and contact information for three professional references

Please direct requests for additional information to:sc  
Jenni Sterling: [SterliJL@uwec.edu](mailto:SterliJL@uwec.edu) or 715.836.5904

To ensure consideration, completed applications must be received by **Sunday, October 7, 2018**. However, screening may continue until position is filled. The university reserves the right to contact additional references with notice given to the candidates at an appropriate time in the process. A criminal background check is required prior to employment.

The UW-Eau Claire Police Department is dedicated to maintaining a safe and secure environment for learning and working. Although crime at the University of Wisconsin-Eau Claire is limited, the University Police want students, faculty and staff to be aware of crime on campus and the area surrounding the campus. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose annual information about campus crime. Visit the Campus Security and Fire Report (<https://www.uwec.edu/human-resources/employment-opportunities/job-openings/upload/AnnualSecurityandFireReport-2.pdf>). Also visit our Campus Security Authority policy (<https://www.uwec.edu/human-resources/employment-opportunities/job-openings/upload/CleryCompliancePolicy.pdf>).

***UW-Eau Claire is an AA/EEO/Veterans/Disability employer  
dedicated to enhancing diversity, equity, and inclusion.***