

# Sound & Light

## Responsibilities

Sound and Light technicians oversee all aspects of technology in the Marshall Student Center. This position is split into two parts: Standby Technicians and Event Technicians. Standby Technicians are on call for all events happening in the conference wing of the building. They are expected to respond and help clients with their sound, light, and AV needs. Event Technicians are scheduled to specific larger events, they will assist the client with sound, light and AV needs before, during, and sometimes after their event. Events can range from comedians, to hypnotists, to banquets, to Presidential debates on CNN! We staff everything that happens in the Marshall Student Center so you will be able to work a wide variety of events and never have to worry about being bored. Each technician is expected to provide excellent customer service to all MSC clients. Duties include, but are not limited to, the following:

- Set up and execute assigned events as laid out by daily logs from Event Planners either independently or as a team
- Lift at least 50 lbs.
- Meet with clients prior to the start of an event to ensure all AV needs have been addressed all required media has been collected
- Conduct sound check with clients and test all presentations, videos, microphones, and any other equipment associated with the event prior to the start of the event
- Standby Technicians make rounds every 20-30 minutes through the conference wing to make sure clients are not experiencing any issues with the room equipment, connecting to room equipment, or having issues with their own presentation/equipment
- Monitor events, follow cues for sound and lights as well as advance Power Point slides when needed by the client
- Complete inventory of equipment and fill out event logs at the end of each shift and send to the correct supervisors
- Report issues with AV equipment to the Lead Media Resource Specialist
- Attend periodic trainings and mandatory meetings
- Participate in yearly student employee retreats
- Perform other duties as assigned by the Lead Media Resource Specialist or Associate Directors
- Maintain professional demeanor as well as proper hygiene, as we work directly with clients and are a representation of not only the MSC, but also the larger USF community. Hold yourself to a higher standard with Bull's Pride!

## Knowledge

Applicants do not need to have previous experience, though it is preferred. Each technician will begin as a trainee and shadow senior technicians until it is determined that they have the proper knowledge to begin as Standby or Event Technicians. Students should also be familiar with Excel and Google Docs.

## MARSHALL STUDENT CENTER

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