# Description

The Campus Center is home to many meeting rooms and facilities that can be set up in a multitude of ways to best suit the needs of any group. Event Services Staff are trained in room set-ups and AV equipment and are responsible for setting up all facilities as needed.

# Supervision

## Received

Works under the direct supervision of the professional staff, Building Managers, and Event Services Manager.

## Exercised

None.

# Duties

The role of the Event Services Staff is to provide accurate room set-ups and technical assistance with media equipment to customers using the Campus Center. Duties may include:

## All Staff

* Setting up and breaking down rooms as required
* Moving chairs, tables, lecterns, stages, and other furniture
* Setting up and operating AV equipment including microphones, sound systems, laptops, etc.
* Providing friendly and helpful assistance to groups using the Campus Center facilities

## Client Relations

* Regularly check Event Management Systems (EMS) for new and updated events or events lacking details
* Regularly check and maintain area email, “cces@fitchburgstate.edu”
* Act as liaison between all groups and Event Services
* Communicate regularly with Reservationist and Event Management Office
* Communicate weekly with Event Services Manager about upcoming changes, cancellations and other information found while working with clients
* Perform other duties as assigned

## Equipment Manager

* Maintain equipment, assist with minor repairs, and make recommendations for new equipment purchases
* Organize and conduct inventories of all audio/visual equipment in the Campus Center
* Keep all storage areas neat and clean
* Communicate monthly with Event Services Manager about audio/visual, other equipment and storage area conditions
* Perform other duties as assigned

# Qualifications

Must be able to lift, carry and set up tables, chairs, staging, easels, speakers, and other pieces of movable furniture and have the endurance to do so 2-3 times per week for an hour at a time. Must be able to work well both in a team setting and independently. Schedule availability must be flexible.