



Private Management for Public Facilities

Job Description

Position: Technical Services Assistant

Department: Operations

Status: Part-Time Hourly

Reports to: Technical Service Manager

Summary: Responsible for assisting Event Services Staff in establishing the technical requirements, equipment, and client labor requirements to service events in the Convention Center, Auditorium and Arena.

Essential Duties and Responsibilities

- ❖ Daily contact with the Event Services Manager, Event Coordinators, clients and Operations staff.
- ❖ Oversees and proactively contributes to the operations and production services throughout the entire American Bank Center, ensuring all guests (patrons, production personnel, promoters) encounter a positive American Bank Center experience.
- ❖ The timely set up, show coverage, and tear down of all technical production activities (concerts, athletic events, press conferences, seminars, special functions, etc) as directed by the Sr. Operations Manager, or as requested through any building event plans for the Selena Auditorium, Convention Center, and the Arena.
- ❖ Manage and oversees the services provided by a third party audio visual services company for event coordination: audio, visual, supplement rental equipment and building asset modification.
- ❖ Maintain and monitor facility inventory related to technical services.
- ❖ Work according to established standards and procedures under the direction of the Sr. Operations Manager and through correspondance with the Event Services Manager.
- ❖ Work extended and/or irregular hours including nights, holidays, and weekends.
- ❖ Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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 essential functions.

Education and/or Experience

Technical Degree from an accredited college and (2) two years related experience and/or training: or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

- ❖ Demonstrate proper knowledge and use of procedures, techniques, machines, materials, equipment and tools used in technical construction and maintenance of facilities audio, visual and other systems.
- ❖ Possesses knowledge and experience in operational procedures, facility capabilities, industry terminology, event-related services, and technical requirements for type of events anticipated at the facility.
- ❖ Maintain an effective working relationship with clients, employees, exhibitors, patrons and others encountered in the course of employment.
- ❖ Read and comprehend blueprints, drawings, manuals and other related materials.
- ❖ Follow oral and written instructions and communicate effectively with others.
- ❖ Organize and prioritize work to meet deadlines. Work effectively under pressure and/or stringent schedule and produce accurate results.
- ❖ Remain flexible and adjust to situations as they occur.
- ❖ Ability to work with minimal supervision.
- ❖ Ability to work flexible hours based on events, including daytime, evening, weekends and holidays as needed.

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.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-14 hours daily as well as the ability to frequently lift in the excess of 60 pounds. This position is also exposed to adverse conditions including inclement weather, noise fumes etc.

The company reserves the right to change or modify all job descriptions as needed. This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.