

# Audio Visual Assistant

## Event Services



<b>Job Description</b>	Audio Visual (AV) Assistant will use creativity and communication to work with clients to provide extraordinary lighting, sound, and video services for events within and outside of the Carolina Union.
<b>Specific Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work independently and/or collaboratively with internal and external stakeholders ranging from fellow student employees to high-profile visitors</li> <li>• Support event set up and execution related to AV needs</li> <li>• Propose and/or enhance creative solutions for lighting, audio, and visual event aspects</li> <li>• Troubleshoot AV related issues and make decisions in time-sensitive situations</li> </ul>
<b>Requirements &amp; Qualifications</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• No previous experience required</li> <li>• Demonstrated ability to complete setups and tasks in a fast-paced environment</li> <li>• Demonstrated ability for creative thinking and problem solving</li> <li>• Demonstrated ability to following instructions from managers and adapt to feedback from clients</li> <li>• Take initiative to improve AV processes and procedures</li> <li>• Demonstrated ability to communicate effectively with internal and external stakeholders</li> <li>• Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Highly motivated to learn technical skills required for day-to-day tasks</li> </ul>
<b>Learning Goals &amp; Competency Development</b>	<p><b>As a result of employment in this position, students will:</b></p> <ul style="list-style-type: none"> <li>• Gain a comprehensive understanding of basic-to-intermediate audio and lighting setups and systems for use in performance and non-performance based events</li> <li>• Strengthen creativity and problem solving skills through day-to-day troubleshooting and event design</li> <li>• Connect transferable professional skills gained through this role to larger career goals</li> </ul>
<b>JobX LEARNING OUTCOMES (FWS Positions Only)</b>	Communication; Teamwork; Creativity & Problem Solving
<b>Available Openings</b>	10
<b>Hours</b>	8-18 hours/week; Flexible availability required as schedule is based on events
<b>Hourly Rate</b>	\$8.80
<b>Time Frame</b>	Academic Year 2019-2020
<b>Contact Name</b>	Zenik Hite, Spencer Davis, Noelle Oxboel
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<b>Work Location</b>	Carolina Union Event Services, Suite 3103B
<b>Phone</b>	919-962-6887, 919-966-5069