



Norris Technical Services AV Technician

DESCRIPTION

The Norris Technical Services (NTS) AV Technicians are vital members of the Event Management Team. They are responsible for executing and running events, the setup and strike of AV equipment for all events in the Norris Center, the distribution of AV rental equipment for events in other venues, and the maintenance of our AV systems.

HUMAN RESOURCES DETAILS

Shifts: 8-20 hours/week • Mornings, evenings, and weekends available

Starting Wage: \$15.00/hour

Reports To: Norris Technical Services Student Employment Supervisor

ESSENTIAL FUNCTIONS

- Serve as the Dedicated Technician and main point of contact from NTS for clients in the execution of Norris hosted events
- Prepare, distribute, and maintain AV rentals and rental equipment
- Work alongside other Norris departments to provide excellent client service
- Participate in the maintenance of the Norris event spaces equipment
- Assist in setting up equipment for events
- Ensuring that clients are adhering to all Norris and University policies
- Attend to NTS Leadership communications in a timely manner
- Set availability in advance for scheduling of building and event shifts

Opportunities for advancement and leadership roles are available through the student employment program at Norris.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University student
- Fine attention to detail, professionalism, dependability, customer service, and communication skills
- Ability to work autonomously and in team settings
- Must be able to lift 25lbs