

California State University, Fresno Foundation

AUDIO/VISUAL (A/V) PRODUCTION TECHNICIAN – STUDENT UNIONS

JOB ANNOUNCEMENT #25-710

POSITION SUMMARY:	<p>Full-time, benefited position available for the Student Union through the California State University, Fresno Foundation. The A/V Production Technician plans and supervises the technical production for programs in the Resnick Student Union. The incumbent supports the goals of the Student Involvement (SI) Department, Student Union and the Association, and works cooperatively with the entire Student Involvement staff in fulfilling the mission of the Student Unions. This position may be required to work evenings, weekends, and holidays when necessary. Schedule changes may vary on a day-to-day basis based on scheduled events.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Manages all technical production aspects of programs/events in the Resnick Student Union, including outdoor areas, and conference rooms, digital signage for events, and other areas as needed. • Hires, trains, schedules, and supervises student technician employees; verify hours and approve via UKG payroll system for technical staff. • Responsible for the planning, implementation and supervising of the maintenance, repair and replacement of RSU production equipment. • Deliver outstanding customer service in responding to inquiries, providing information to external and internal clients, recommending and implementing solutions to problems, and providing technical support to clients during events. • Serves as technical liaison between performing artists and/or their agents and the RSU. • Review contract information for sound and lighting systems. • Move and set up equipment cables, stage sections and other equipment. • Make any needed AV and lighting adjustments during event(s) as needed for groups. • Assists with development and administers the annual budget for the RSU technical needs, and applicable equipment for the building. • Maintains a current inventory of related production supplies; Reorders items as necessary. • Works with SI staff on building maintenance, program set-up and personnel scheduling to provide adequate staffing for all program set-up and technical needs: Audio/Visual equipment: Digital signage, LCD projectors, wired/wireless microphones, stands, speakers, mixer boards, portable stages, and PA speakers. • Coordinates with Associate Director to schedule appropriate security for events held in RSU facilities. • Prepares technical production reports, billing and itemized lists of services provided, to be charged back to users of the facilities, meets with each client to discuss setup and tech needs. • Serves as technical advisor to SU Board, SI committees and University/Association sponsored events upon request. • Follows existing departmental and University guidelines and policies when applicable. • Provides support for virtual events for Clubs/Organizations and Student Affairs/Enrollment Management (primarily Zoom) within the RSU. • Stay up-to-date on new and emerging virtual event management software. • Meets with clients, understands what is needed for events, performs technical run throughs prior to the event, and executes the logistics. • Maintains a good working relationship with other campus departments and staff, Facilities, Risk Management, Dining Services and University Police. • Fosters a spirit of team work and team spirit among staff • Performs other duties as assigned

POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 the essential functions.</i></p> <ul style="list-style-type: none"> • High School diploma required <ul style="list-style-type: none"> ◦ Bachelor's degree in Theater Arts or related field from an accredited college or University preferred • Minimum of two (2) years of related experience with stage productions required. • Prior supervisory or leadership experience preferred. • Knowledge of lighting, sound, A/V equipment, and electronics, including staging, sound reinforcement systems, and theatrical lighting with the ability to troubleshoot such systems. • Working knowledge of Microsoft Office programs, internet, and email. • Have outstanding communication and customer service skills with the ability to communicate clearly, concisely, and professionally with a wide variety of clients from varying cultural, ethnic and social backgrounds, age and educational levels including senior administrators, faculty, staff, parents, students, and community members. • Ability to teach and train student employees in the general principles of equipment operation and maintenance. • Must be able to work flexible hours including nights, weekends and holidays, as the schedule of events may vary. • Excellent organizational and time management skills with the ability to coordinate several events involving multiple parties • Ability to deal with frequent change, delays or unexpected scheduled events. • Excellent customer service skills including the ability to respond promptly to customer issues and follow-through to ensure customer needs are met. • Maintains a high degree of initiative, energy and motivation; demonstrates persistence and overcomes obstacles; sets daily priorities on workflow and solves problems in a timely manner; volunteers readily. • Must exhibit sound and accurate judgment. • Must demonstrate ability to motivate and effectively collaborate with professional staff and students.
COMPENSATION:	\$21.63 - \$24.03 per hour (\$45,000 - \$50,000 annual). Benefits include medical, dental, vision, life insurance and 401K, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins on <u>June 4, 2025</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER