

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, TECHNICAL SERVICES**

**Reports To:** Designated Supervisor

**UW Job Code:** 5252

**UW Job Family:** 51 - Technicians

**SOC Code:** 27-4011

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 4-1-15

**JOB PURPOSE:**

Manage the operations and staffing function for technical services, including audiovisual, photographic and/or electronic display services; provide trained personnel and sound and lighting equipment for performances, activities, and events for organizations and programs. Manage scheduling system for all venues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide direction, training, and guidance in the filming, editing and production of audiovisual films for use in training/evaluating student development, scouting and other university activities.
- Hire and train technicians to safely operate and maintain sound, lighting and stage equipment; operate sound and lighting or other stage equipment as necessary.
- Coordinate requests for equipment and technical assistance; schedule equipment use, assign work to technicians and may coordinate billing for equipment/services and/or make certain technical services fall within allocated resources.
- Advise groups on the use and capabilities of equipment as specified by contract and technical rider; make referrals as necessary.
- May assist with the development and management of the audiovisual projects/services offered by the designated department.
- May supervise stage crew, inspect areas and troubleshoot problems occurring at load-in, load-out and during events; may clean areas before and after event, and may be required to secure area following event including locking doors and buildings.
- Recommend operating budget for personnel, travel, office supplies and equipment; review operational expenses against approved budget.
- Administer existing policies and procedures relative to equipment, safety, contractual obligations and services.

- Act as an expert resource concerning technical services including rigging, lighting, audiovisual, photographic, electronic display and sound projects.
- Manage all booking of facilities through online booking and calendar system.

**SUPPLEMENTAL FUNCTIONS:**

- May determine if a building or room maintenance problem occurs after normal business hours, such as a leaking sink, whether it is an emergency for immediate maintenance repair call out, or whether problem can wait until normal business hours.
- May coordinate, direct and interact with marketing staff to effectively utilize audiovisual and electronic technology.
- Supervise equipment maintenance and maintain records on equipment use; maintain files.

**COMPETENCIES:**

- Developing Organizational Talent
- Strategic Planning
- Technical/Professional Knowledge
- Safety Awareness
- Quantity of Work
- Integrity

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Current stage, sound and lighting technology, methods and techniques.
- Computer editing of audiovisual data.
- Collegiate sports scoring.
- Video scoreboard operation.
- Computer systems for lighting and sound systems.
- Contracting process and associated local, state, federal, and applicable safety or other regulations.
- Facilities and asset management methods and procedures.
- Student and/or staff hiring and supervision procedures, methods and techniques.
- Budgeting cost estimating, and fiscal management principles and procedures.
- Policies and procedures governing use of equipment by groups.
- Resources available across campus and locally to student groups.
- Audio/visual equipment mechanics and maintenance requirements.
- Communication and customer service methods and techniques.

Skills and Abilities to:

- Perform/supervise/coordinate technical stage, sound and lighting tasks.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Work effectively with a wide range of constituencies in a diverse community.
- Use computers, preferably in a PC, Windows-based operating environment.
- Provide employee development and performance management.
- Communicate effectively, both orally and in writing.
- Identify and secure alternative funding/revenue sources.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies, techniques, methods and procedures.
- Develop and maintain recordkeeping systems and procedures.
- Negotiate contracts, pricing, and scheduling.
- Perform and/or recognize the need for audio/visual and/or technical equipment repair and maintenance.
- Move equipment weighing 50 to 100 pounds regularly.
- Foster a cooperative work environment.

**WORKING CONDITIONS:**

Stage/event locations and standard office; occasionally subjected to mechanical or electrical hazards associated with stage, sound and lighting equipment; routine stooping and crawling; occasionally exposed to heights while rigging lights and to high levels of noise at events; frequently assist with moving equipment weighing 50 to 100 pounds.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.