Job Title: UCen AV Operator  
Department: UCen Administration  
Reports to: Conference Services Manager  
Rate of Pay: $11.00 per hour, $11.50 per hour upon completion of training  

**Essential Duties and Responsibilities:**
The UCen AV Operator provides needed audio/visual equipment for all meetings and events within the University Center. They operate the equipment, setup lighting, provide technical support, and excellent customer service for events in Corwin Pavilion, the HUB, MCC and any other space within the University Center as needed. UCen AV Operator will perform other duties as assigned along with these responsibilities:

- Operate sound boards, audio equipment, data projectors and related equipment  
- Provide technical display and sound support for PC and MAC laptops, in addition to quality sound reinforcement for recorded and non-recorded events in the building  
- Clean, maintain, organize and update equipment, including software on a weekly basis  
- Troubleshoot and resolve equipment and technical problems  
- Ensure positive client relations, specifically providing excellent service, punctuality, reliability, technical competence and professionalism  

*Training will be provided to become proficient at the proper setup, use and breakdown of sound boards, data projectors, portable PA (Public Address) systems, microphones, light boards and all other audio/visual equipment used in Corwin, the HUB, the MCC and any other space within the University Center.*

**Hours of Work:**
Shifts vary greatly due to UCen event schedule. These hours will include meetings with the Conference Services Manager for scheduling and training, as well as event Operator shifts. Shifts may start as early as 6:00 am and end as late as 2:00 am. Students may work up to 19.5 hours per week when school is in session and up to 40 hours per week during break periods. Applicants must be willing to work their share of early morning, late night, weekend and break hours (including both summer terms).

**Desired Skills:**
Knowledge and understanding of Public Address (PA) systems and related sound equipment (mixers, amps, microphones, cables, etc.). Knowledge working with PC or MAC multimedia programs and data projectors.

**Qualifications:**
Applicants must be full-time undergraduate students at UCSB. He/she must be able to lift at least 50 pounds and adjust to stressful situations as they arise. He/she must be dependable, responsible, and able to work well with others. Applicants must be self-motivated and willing to strive for excellence.

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