Definition of Class
This is a non-supervisory position in which the incumbent is responsible for assisting in the coordination of the technical services aspect of events. Work includes coordinating the work of stage crews to set up lighting, sound, rigging, etc. for events, ensuring the safety and security of the building during events, and operating various equipment related to the production of an event. Incumbent may be required to work nights and weekends.

Examples of Work Performed
Assists in reviewing technical specifications and requirements on proposed shows to include stage set-up, lighting, sound equipment, rigging, safety, security, and personnel needs.

Prepares facility for technical needs before each event. Sets up lighting, sound, rigging, etc. for each event.

Coordinates the work of the stage crew to ensure all technical needs are met.

Participates in the running of small shows by serving as stage manager, being responsible for sound or lights, etc.

Assists in the upkeep and preventative maintenance of the stage and technical equipment.

Assists with the training of students or crews regarding the technical needs of productions and events, including lighting and sound systems, and other backstage duties when needed.

Ensures safety and security of building during events and shows.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists in the coordination of technical services during performing arts productions and events.
2. Assists in the preparation of technical needs for prior to scheduled performing arts productions and events.
3. Operates various equipment related to the production of an event, including lighting and sound systems.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or bend; sit and climb or balance; talk and hear; and reach with hands and arms. Position commonly works at excessive heights above the ground.

**Experience/Educational Requirements:**

**Education:**
Associate’s Degree from a two-year college or university in Theatre Arts or related field.

AND

**Experience:**
One (1) year of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/03/2015

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