



JOB DESCRIPTION

SUB Audio Visual Technician

Student Union Society

Abbotsford Campus

p: 604-864-4613

w: ufvsus.ca/

e: hr@ufvsus.ca

About the UFV Student Union Society

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving UFV students. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, and the student health and dental plan. SUS also provides support to an active community of student clubs and associations, organizes community events, and provides wellness and developmental programming. As the official representative body of UFV students, our mission is to create a strong, unified student voice, provide services and developmental opportunities to our members, and advocate on behalf of the interests of the UFV student community.

SUB Audio Visual Technician

Work Schedule: On call (Min 2hr, Max 8hr per call)

Reporting to: Senior Manager, Facility Operations

POSITION DESCRIPTION

The Audio Visual Technician will set up, operate, maintain and if possible repair equipment used to enhance live events, such as microphones, video recorders, projectors, and sound mixing equipment. Other duties include adjust amplifiers, coordinate graphics used in displays and provide technical support for SUS events, plan & develop audio set ups. During “on call events”: the Audio Visual Technician will be available for setting up and overview the event, Help the guests with microphones and audio settings, fix reverberation noise, white noise and delays, manage audio amplification and audio equalization.

RESPONSIBILITIES AND DUTIES OF THE SUB EVENT CREW MEMBER INCLUDE BUT ARE NOT LIMITED TO:

- Basic Audio-Video set up knowledge
- Willingness to learn and develop professional skills
- Must work with and treat all people respectfully and equally
- Handle and maintain storage room accordingly
- Performing other duties as requested
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of diplomacy
- Able to manage deadlines and plan tasks well in advance
- Strong ability to research and analyse information
- Superior organization and administration abilities
- Working both independently and cooperatively as part of a team
- Excellent verbal and written communication
- Able to work on flexible schedule





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TERM OF EMPLOYMENT

Weekly schedules will be sent by the Senior Manager, Facility Operations in order to accommodate the employee's academic schedule. This is a term contract that lasts from September 1, 2018 to December 31, 2018, with an option to renew for an additional term from January 1 – April 31, 2019. Applicants must be current students of UFV.

SALARY

\$12.65 per hour plus 4% vacation pay.

CLOSING DATE

Applications will be accepted throughout Fall 2018

APPLICATION PROCEDURE

Please send a cover letter and resume to UFV SUS at hr@ufvsus.ca.

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.

