Employment at SAE

University of Mary Washington
Student Activities and Engagement

SAE Sound Crew

• 6-15 hours a week
• Starting Rate: $7.75/hr
• Start Date: August, 2016

Summary
The Office of Student Activities and Engagement acts as a resource to over 130 student organizations, all of which have access to the amenities provided by SAE. The SAE Sound Crew is a pivotal part of the event process, providing AV assistance to UMW student organizations during their events. Responsibilities include, but are not limited to, setting up and breaking down audio equipment for events and concerts, managing stage productions, maintaining an up-to-date inventory of all sound equipment and notifying the appropriate staff when equipment needs maintenance and/or to be restocked. A prior knowledge of audiovisual equipment usage is not mandatory, as training will be provided, but it is preferred.

60% - Audio/Visual Support
• Transport, set up and break down audiovisual equipment at the appropriate locations.
• Provide continuous audio assistance during scheduled events.
• Maintain a working knowledge of how audio equipment is to be handled and used.

20% - Maintenance & Inventory
• Perform weekly maintenance and inventory checks during scheduled cleaning hours.
• Inform the appropriate staff when equipment needs maintenance and/or to be replaced.
• Do weekly cleanings of the SAE AV space in the Underground.
• Assist in check-list items regarding testing and inventory-management of AV equipment.

20% - Others Duties as Assigned
• Attend all mandatory AV training
• Perform tasks assigned by professional staff willingly and efficiently.
• Notify the appropriate staff when necessary of any issues, conflicts or pertinent information.
• Other duties as assigned

Qualifications:

• Schedule flexibility as hours will vary.
• Ability to work well, both independently and as a part of a team.
• Attention to detail and completes work in a timely manner.
• Ability to manage multiple tasks at one time.
• Reliable and responsible, always arriving to shifts on time.
• Responsibility handling expensive, state-owned equipment
• Working knowledge and comfort with handling technology.