Position Title: C-Haus Sound Engineer Assistant
Hourly Rate: $7.50

Department: Residential Life
Supervisor: C-Haus Manager

Work Location: C-Haus
Account Number: 72-00000-00135-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 1-2

Work Schedule
A student in this position can expect to work 4 - 5 hours per day, 4 - 10 hours per week.
The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 7:00 pm - 2:00 am.

Department/Position Overview
As performances at the C-Haus require a sound engineer, schedules will be posted. Not all performances require a sound engineer so there may be days with no available work. Responsibilities include pre-performance set up, monitoring of sound equipment and levels during performances and any post show wrap-up. Maintenance of the mixing board and all related sound equipment is required as well as reporting issues and requesting necessary repairs. As the Engineer Assistant, this position is scheduled by the C-Haus Manager but will train with the current Senior Sound Engineer. The position will train with the Senior Sound Engineer to learn how to utilize operate the sound system, sound board, various microphones, and live sound set-up. The Engineer Assistant will provide on-site support to the Senior Engineer during performances at the C-Haus, while also scheduling time to meet with the Senior Sound Engineer outside of typical C-Haus hours if further instruction is necessary.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here: Live sound and mixing equipment
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: some knowledge of sound mixing equipment