

PAHB Ops Student Event Assistant Responsibilities

- I. Producing and updating paperwork for events that occur in the PAHB, including departmental events and rentals
 - A. Event Reports
 - B. Advance Reports
 - C. Calendars
 - D. 25Live
 - E. Audience View Campus (ticketing system)

- II. Training with the PAHB Operations & Event Coordinator and Guest Services Coordinator to act as House/Box Office manager for events (working mainly evenings and weekends)
 - A. Building safety and emergency response training
 - B. FOH Operations Training
 - C. Box Office Manager Training
 - D. Enforcement of Building Policies
 - E. Familiarity with ticketing system
 - F. Audience Sensitivity training
 - G. Supervise ECS Event Staff and Departmental FOH Staff

- III. Advancing and managing most events and taking the lead on smaller events
 - A. Reaching Out to clients with event questions
 - B. Informing OCE of potential conflicts and issues
 - C. Coordinate with PAHB Ops Campus partners like ECS, OIA, New Media

- IV. Working as event support for rentals, including as FOH/Box Office and technical staff
 - A. Training and familiarity with PAHB Venues
 - B. Training and familiarity with PAHB Ops AV equipment and use

- V. Assisting with the setup for rental events, both technical and non-technical
 - A. Training and familiarity with PAHB Venues
 - B. Training and familiarity with PAHB Ops AV equipment and use

- VI. Assisting with maintaining the PAHB Events equipment inventory

- VII. Assist with daily tasks such as programming swipe access

- VIII. Summer and other down-time responsibilities
 - A. PAHB Room Checks
 - B. Maintenance Checks
 - C. Ground Cloth Cleaning
 - D. Lighting Instrument Hang/focus
 - E. PT Orchestra Pitt raising and lowering
 - F. Storage cleaning and organizing

If interested please send resume and cover letter to PAHBEvents@umbc.edu