

Workstudy Job Description **- Richardson Auditorium Technician -**

Will assist the supervisor with the following:

1. Conducting walk-throughs before an event to;
 - show how to use equipment (house lights, light board, curtains, etc)
 - check condition of space for cleanliness, existing damage, etc.
 - confirms contract specifics

If changes are needed to the contract workstudy will get information to museum director and the guest services coordinator.

2. Conducting walk-throughs after an event to check on condition space is left in, makes note of any damage, repairs or cleaning that need to be addressed.
3. At supervisor's request - puts in workorder requests to facilities for repairs, cleaning, etc.
4. Handles last-minute issues and needs made by the customer or supervisor.
5. Contacts Public Safety to open and lock auditorium or handles this themselves.
6. Confirms usage of auditorium space per green copy of contract that the customer should have on them.
7. Sets up auditorium per contract needs or requests with the assistance of facilities or customer as needed.
8. Monitors space during events to ensure proper care (no food or drinks, no taping, stapling or nailing of items to walls, no smoking, etc.)
9. Operates light board and/or trains lead contact for event how to use board.
10. Works with Facilities or handles themselves basic cleaning of the space before and after event.
11. Maintains a file of Usage Agreements and a calendar for RH Auditorium events.

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