



# WIN-RIVER RESORT & CASINO

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Audio/Visual Technician
<b>DEPARTMENT:</b>	Group Sales
<b>REPORTS TO:</b>	Group Sales Manager
<b>SALARY:</b>	Grade 10, Entry \$18.82/hourly
<b>CLASSIFICATION:</b>	Non-Exempt
<b>SUPERVISES:</b>	None
<b>JOB SUMMARY:</b>	This team member assists in the advanced planning for the day-to-day production events that are held at the Resort & Casino, including the preparation, maintenance and management of the Resort & Casino's production equipment, as well as serving as the principal operator of the equipment during Resort & Casino productions

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Transports, sets up and operates audio and video equipment including: microphones, speakers, mixing consoles, effects racks, video screens, projectors, video switchers, cameras and recording equipment for Resort & Casino productions such as meetings, presentations, and concerts
2. Programs and manually runs modern light consoles and programs robotic lights
3. Performs audio/visual equipment audits as part of facilities development and upgrade plans
4. Inventories and maintains of all Resort & Casino wide audio/visual equipment
5. Monitors audio and video signals to detect quality deviations or malfunctions
6. Provides first-line support, including on-the-spot fault finding and fixing for all Resort & Casino wide events
7. Provides back-up services where problems cannot be fixed straight away
8. Speaks with road mangers regarding audio/visual needs, chooses equipment and services that meet requirements
9. Coordinates and supervises the load-in/out, set-up, strike, and storage of audio/visual equipment
10. Works with other departments to coordinate audio/visual needs
11. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino

12. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
13. Other duties as assigned by the Group Sales Manager

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### **EDUCATION REQUIREMENTS**

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The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent there of, is required

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### **EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

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The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- Must be 21 years of age or older
- Two (2) years of audio/visual related experience and/or an equivalent combination of education and experience, concurrent with prior casino, marketing, or entertainment experience is required
- The ability and experience to program and manually run modern light consoles, experience in programming robotic lights is required
- The ability to manage multiple projects simultaneously in an atmosphere where priorities and deadlines may change frequently is required
- A strong combination of written and verbal communication skills with the ability to communicate audio/visual related concepts to a broad range of technical and non-technical staff, along with demonstrated knowledge of Microsoft Office software applications is required

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### **PHYSICAL REQUIREMENTS**

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The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Frequently sits, stands, walks, bends/stoops, climbs, reach above/below shoulder level, kneels, and squats
- Occasionally climbs and crawls
- Frequently lifts/carries up to seventy five (75) pounds is required
- Occasionally lifts/carries up to one hundred (100) pounds or more is required
- Frequently pushes/pulls up to seventy five (75) pounds is required
- Occasionally pushes/pulls over one hundred (100) pounds or more is required
- This position requires a high level of physical dexterity; must possess strength, stamina and mobility to perform heavy physical with exposure to potentially hazardous

conditions, use varied hand and power tools, drive a motor vehicle and/or heavy construction equipment is required

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### **WORKING CONDITIONS**

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The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

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### **OTHER INFORMATION**

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- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

Revised 2/5/20 kc