

Performance and Satellite Venues Supervisor

DESCRIPTION

The Norris Center Performance Venues Supervisors work closely with the Production Manager to oversee staffing and operations of the Norris Center Performance and Satellite Venues including Cahn Auditorium, Ryan Family Auditorium, Shanley Pavilion, Lutkin Hall, the Great Room, and the 2122 Performance Hall. PSV student staff will also support the Norris Tech Services team in the NTS office or on events, including virtual or hybrid events.

HUMAN RESOURCES DETAILS

Shifts: 8-12 hours/week • Mornings, evenings, and weekends available

Starting Wage: \$1 /hour

Reports To: The Norris Performance Venues Production Manager

ESSENTIAL FUNCTIONS

- Directly supervise the PSV Attendants, including overseeing shift scheduling, and participating in evaluations of the Attendants
- Participate in the maintenance of the Venues and the Venue equipment
- Assist in setting up equipment for events
- Serve as Building Managers for the Venues, including opening and closing the Venues and overseeing events
- Assisting clients with the use of audio/visual and other Venue equipment
- Ensuring that clients are adhering to all Norris and University policies