



Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.

The Event Delivery Audio Technician Supervisor is a key member of the Westerner Park Event Delivery Team. Under the direction of the Event Delivery Manager they are responsible for installing and maintaining audio visual equipment including but not limited to; display devices, projectors, televisions, camera systems, video teleconferencing systems, microphones and speakers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Events Delivery Audio Technician Supervisor will liaise with staff, clients and guests to provide audio visual equipment to match their needs and requirements.

Under the direction of the Event Delivery Manager, the essential duties of the role include;

- **Supervisory responsibilities for the Events Delivery Technical Team;**
 - Oversees and supervises the technicians
 - Participate in determining staffing levels and assigning workload prior to and for the events
 - Provide training and development on WP specific equipment
 - Participate in employee evaluations and disciplinary actions
 - Communicate job expectations and provide input into coaching employees
 - Generate expense reports including labor and material costs for management
- **Pre-event preparation;**
 - Select, transport, assemble and maintain all audiovisual equipment for training, presentations, meetings, conferences, concerts, games and other events as required
 - Organize all pre-event plans, working with and directing personnel to provide the necessary service to ensure smooth operation of all audio visual
 - Test equipment, and identify and resolve all safety issues and equipment malfunctions
- **During and after the event;**
 - Be present to maintain all event audio visual during an event, following exceptional customer service standards at all times
 - Troubleshoot all equipment and provide technical assistance during the event
 - Assign and supervise technical staff during the event, and provide knowledge and technical assistance when required
 - Disassemble equipment, ensuring it is safe and secure for transport to storage, repair or to the next event
 - Ensure all equipment is labeled, inventoried and in good working order prior to deploying to the event
 - Maintain the work room and store room, keeping it clean, safe and organized
- **Compliance and Safety Control;**
 - Monitor and manage all safety requirements

- Report any deviation from standard protocol following standard company procedures
- Ensure all equipment is in safe working order at all times

CORE COMPETENCIES

- Customer service and quality orientation
- Professionalism and problem solving skills
- Team centric & positive attitude
- Accountability and dependability
- Creative and flexible, with strong communication skills
- Ability to build, operate and maintain a computerized inventory and purchasing system, source price quotations and prepare requisition orders, reconciling with inventory records
- Ability to work under pressure and as part of a team
- To be self-motivated

EXPERIENCE & QUALIFICATIONS

- High School Diploma or equivalent
- Professional Rigger Certification
- Lift Ticket
- Working knowledge of camera and lighting techniques
- Strong communications skills
- 5 years in a supervisory role
- 7+ years in audio visual industry

AFFILIATIONS Member of Westerner Employees Association

RATE OF PAY \$26.25—\$28.85

TO APPLY Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to HR@westernerpark.ca

This job description is not intended to be all inclusive and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.

Thank you for your interest with Westerner Park. We look forward to reviewing your application

Important Message: We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until successful applicants are found.