

DESERT COMMUNITY COLLEGE DISTRICT

EVENTS TECHNICIAN

BASIC FUNCTION

The Events Technician performs a variety of tasks related to the physical setup, breakdown, and operational support of internal and external events. This role ensures that facilities are prepared according to event specifications, provides minor technical support, maintains event equipment, and maintains clean and orderly event spaces to support events providing a professional and welcoming environment for all stakeholders.

SUPERVISION RECEIVED

Receives general supervision from the Events Manager or area supervisor.

REPRESENTATIVE DUTIES

Essential Functions = E

1. Transport, set up, and break down event equipment (including tables, chairs, tents, stages, trash receptacles, barricades, etc.) between storage facilities and District campuses, centers, and off-site locations; safely load, secure, and unload vehicle/carts. **E**
2. Ensure all equipment is clean, functional, and safe for use prior to event start times.
3. Set up and test audiovisual equipment, including portable Public Address systems, microphones, projectors, and screens. **E**
4. Provide support during events to troubleshoot minor technical or equipment issues for presenters and guests. **E**
5. Assist in maintaining accurate inventory records of event assets across multiple storage facilities.
6. Collaborate and coordinate with the IT department regarding audio-visual set-up. **E**
7. Maintain clean and orderly event spaces by performing "refresh" cleaning during events and conducting thorough post-event site sweeps to return venues and surrounding grounds to their original condition. **E**
8. Identify and report any facilities maintenance issues (leaks, broken fixtures, safety hazards) to the Manager. **E**
9. Act as a visible, on-site resource for internal departments (such as Student Life, Associated Students of College of the Desert (ASCOD), etc.) and external renters, and the general public during the execution; greet guests and provide general District information and assistance. **E**
10. Safely operate District vehicles and utility carts to transport event assets across various District sites; adhere to safe loading and cargo-securing techniques to prevent damage or road hazards. **E**
11. Assist with assessing off-site venue conditions, logistical challenges on-site, and ensuring all necessary equipment, backup tools, and supplies are accounted for prior to departing to central storage. **E**
12. Perform minor repairs on event furniture, supplies and materials as needed.
13. Assist with ensuring all event layouts adhere to safety regulations and accessibility.
14. Organize storage rooms and warehouses to ensure efficient access and safety compliance.

15. Assist with scheduling room reservations including entering and updating reservations information, confirming availability, and communicating scheduling details to event organizers and appropriate staff.
16. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Safe driving practices, vehicle loading, cargo securing, and tie-down techniques for utility carts, trucks, and trailers.
2. Standard safety regulations and Americans with Disabilities Act (ADA) accessibility guidelines related to keeping public pathways, doorways, and fire exits unobstructed during events.
3. Basic cleaning methods, sanitation materials, and tool safety.
4. Principles and practices of event setup, breakdown, and support.
5. Methods, materials, tools, and equipment used in preparing indoor and outdoor spaces for events and activities.
6. Event floor plans, room layouts, setup diagrams, and event specifications.
7. Basic operation and handling of commonly used event technology equipment, in accordance with established procedures.
8. Basic methods for identifying and reporting audiovisual or equipment issues requiring technical support from the appropriate department.
9. Safe work practices related to lifting, moving, assembling, and arranging furniture, equipment, and event materials.
10. Principles of customer service and effective interpersonal communication.
11. Proper use of radios, mobile devices, and other communication equipment used in event operations.
12. Event scheduling and room reservation practices, procedures, and systems.
13. Basic recordkeeping and documentation practices related to event setup, equipment, and work assignments.
14. Applicable District policies, procedures, and safety requirements related to assigned event support activities.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Adapt to evolving event operations, technologies, equipment, and departmental procedures.
3. Participate in ongoing training and professional development to support the District's expanding event services.
4. Establish and maintain cooperative and effective working relationships with others; able to maintain calm and order in emergency situations.
5. Understand, interpret and follow oral and written instructions, procedures, and established guidelines.

6. Read and interpret event floor plans, room layouts, setup diagrams and related event specifications.
7. Assist with the setup and basic operation of audiovisual equipment for events in accordance with established procedures; recognize and refer technical issues, repairs, and advanced troubleshooting to the appropriate department.
8. Communicate effectively and interact professionally and courteously with students, faculty, staff, vendors, event participants, and members of the public.
9. Work a flexible and variable schedule based on the college's event schedule and operational needs.
10. Work independently with minimal supervision while exercising sound judgment within established procedures and guidelines.
11. Provide lead direction and guidance to temporary employees and/or student workers.

Education and Experience

Graduation from high school or equivalent AND three (3) years of progressively responsible experience supporting events, facilities operations, venue operations, logistics, customer service, audiovisual support, hospitality, warehouse operations, maintenance or a related field.

LICENSES AND OTHER REQUIREMENTS

Must possess a valid California Driver's License and have an acceptable driving record.

WORKING CONDITIONS

Physical Demands: Must possess mobility to work in a variety of indoor and outdoor event settings; strength and stamina to perform moderately strenuous physical work for extended periods of time; and dexterity to operate tools and equipment related to event setup and support. Positions in this classification frequently require standing, walking, bending, stooping, kneeling, reaching, pushing, pulling, and climbing stairs or ladders. Employees must be able to lift, carry, push, and pull materials, furniture, equipment, and supplies weighing up to 50 pounds, with or without reasonable accommodation. Must possess sufficient vision to read event plans, diagrams, labels, and instructions and to observe work areas and equipment; sufficient hearing and speech to communicate in person and over a radio or other communication device; and the ability to work for extended periods in environments with varying noise levels and changing indoor and outdoor conditions.

Environment: Indoor and outdoor work environment with exposure to varying weather conditions, noise, dust, cleaning products, and other substances commonly encountered in event and facility settings. May work in crowded environments and around moving equipment. Requires driving a District vehicle to conduct work and travel between District locations, as assigned. Work schedule may include evenings, weekends and variable hours based on the District's event schedule and operational needs.

EMPLOYMENT STATUS

Classified Bargaining Unit

Classified Staff Range: 10

Board Approved: September 18, 2026