



13767W County Road B
Hayward, WI 54843

Job Description

Job Title: Audio Visual Steward
Department: Conference Center
Reports to: Conference Sales Coordinator
Pay Range: NE8
Position Type: Key

Basic purpose or function: This position serves as the Conference Center Audio and Visual Steward working alternating schedules; including evenings and weekends as events dictate. This individual is responsible for facilitating special events that are held in the Conference Center, Event Center and Lounge. Responsibility would also include assisting with set-up and tear-down with special attention to entertainers and events that require a sound engineer. The Audio Visual Steward must be able to stay in attendance during an event in order to be available to respond to audio and visual requests. This includes attending special events that require a sound/light engineer; the AV Steward's main task is overseeing audio visual needs for national acts, lounge shows, conferences and expos to ensure that productions are presented at the highest of quality.

Job Responsibilities:

- Presents a positive "Guest Service" attitude toward guests and fellow Team Members at all times
- Abides by company and departmental Minimum Internal Control policies and procedures
- Completes tasks such as 'day prior' set up requirements and facility restoration for all events (weddings, meetings, conventions, conferences, concerts, lounge shows, and other events) that require a sound/light engineer
- Basic setup and operation of small to large scale audiovisual systems
- Support and coordinate national act sound engineers
- Exhibits a proactive energy and job execution
- Anticipates and confirms the requirements for sound and lights with the manager; trouble shoots and tests sound/electrical for concert/lounge events the day before an event
- Maintain and secure audio visual equipment during set up and break down
- Understanding, asking for clarification when needed, and prioritization of assigned job tasks
- Other duties as assigned

Minimum Qualifications:

- Must be able to obtain and hold a key license with the LCO Gaming Commission
- Minimum of 18 years of age
- Trained in Digital and Analog mixing consoles
- Trained in set up of sound support system FOH, monitors, 2 way & 3 way systems
- Knowledgeable in LED and PAR lighting
- Trained in sound system equalization phase correction and cross over programming
- Knowledgeable in cable and connector repair
- Knowledgeable in basic set up of single two way powered system
- Present a neat, clean, and professional appearance when on duty
- Must work a flexible schedule (including weekends and holidays)
- Possess strong communication and interpersonal skills, exhibiting politeness and courtesy at all times
- Able to lift 50lbs or more
- Able to work as part of a team

Native American preference applies to all candidates for this position.