Event Student Training

10 hours of required training to be completed within first month of Fall semester/employment.
Until completed, students are assigned shadow shifts.

New Employee Training: 1 hour (Julie/Bridgette)
- Review handbook policies

Event Support Orientation: 1 hour (Peter)
- Tour of Office
    - Keys/jobsheets/staff offices
    - Explain staff roles and outside contractor involvement
        - McCarthys (sometimes referred to as Nolans)

- Tour of the Venues
    - Event spaces
    - Storage spaces
        - Furniture/equipment
            - Review Furniture Set Ups/Strikes
                - # of chairs/tables on a cart
                - Emergency exits
                - Spacing between items
                - Stage Deck safety
    - Inventory
        - What the gear is and where it is stored
        - How we safely move items

- Common Cables – students will review PP beforehand (30 min of paid training time)
    - Cable management
        - Taping cables
        - Coiling cables
- Wall Move Review - students will review PP beforehand (30 min of paid training time)

Walk-Up Training: 1 hour (Darnell)
- Connecting laptop and Bluetooth phone in our spaces
    - Hirst
    - Havens
    - May room
    - Ballroom
    - Spurrier
        - Review JBL/Galaxy/single mic set up

Basic Audio Training in Sloan: 2 hours (w Max/Evan)
- Students will review 'Intro to Sound' PP beforehand (30 min of paid training time)
- Set up a sound system
    - Speakers/Subs
        - Discuss safe lifting/movement of speakers
    - Mixer
    - Cables
    - Microphone

Stage Craft Training in Sloan: 2 hours (w Chris/Katie)
- Stagehand 101
  - Safety
  - Staging of Equipment
- Theatre Terms
  - Students review theatre terminology PP beforehand (30 min of paid training time)
- Lighting
  - Ground Package
  - General Board overview
    - Writing basic cues
    - Controlling board w faders
    - Focusing/Utilization of lights
    - Read magic sheets
    - Static looks

Strong Training: 1 hour (w Matt/Katie)
- Stagehand 101
  - Safety
  - Staging of Equipment
  - Stage sweeping/mopping
- Rigging
  - Shell
  - Curtain
- Strong Terms
  - Students review PP beforehand (30 min of paid training time)

By the end of the semester, any technician can independently:
- Complete furniture sets/strikes
- Move ballroom air wall
- Identify/Coil/Gaff cables
- Use installed walk-up system for each venue
- Run spotlights in Strong
- Setup a video switcher and operate Powerpoint

By the end of the semester, Audio specialty can:
- Set up board
- Set up digital snake
- Scan and sync microphones
- Set up outdoor movie
- Additional Shure training curriculum can be completed online

By the end of the semester, Lighting specialty can:
- Set up board
- Access magic sheets
- Set looks/save/recall cues
- Save/update show files
- Additional lighting training curriculum can be completed online.

Advanced Event Student Training

Students specializing in Audio or Lighting that would like to further their position in ECM are expected to complete XX hours of advanced training sessions and will be scheduled to shadow RUN shifts for on the job training.

Preferred Requirements for all student staff with a focus in Audio and under the supervision of Pro Staff should:
-   Have a basic understanding of gain staging
-   Know how to setup stage monitors
-   Know how to send audio to stage monitors
-   Know the difference between pre/post-fader sends
-   Start learning how to use parametric EQ
-   Start learning how to use compression
-   Begin to learn QLab

Preferred Requirements for all student staff with a focus in Lighting and under the supervision of Pro Staff should:
-   Know how to setup a ground package
-   Know how to address DMX fixtures
-   Know how to setup DMX transceivers and send wireless DMX
-   Able to do the following:
    o   Use each magic sheet/house lights per venue
    o   Editing cues
    o   Writing cues
    o   Patching
    o   Building effects from scratch
    o   Building complex shows
    o   On-demand students' requests/documentation

At this point, students should be able to independently run less demanding events such as meetings, receptions, parties, smaller showcase events, and outdoor movies.

Students who have demonstrated proficiency and retention of the skills learned in previous semesters should begin shadowing more complex events under the supervision of Pro Staff. At the discretion/supervision of the Pro Staff, students should be allowed to operate more complex events.

Staff Roles (for WhenToWork and EMS)

- Shadow
- Furniture Crew
- Technician
- Basic Audio Technician
- Advanced Audio Technician
- Basic Lighting Technician
- Advanced Lighting Technician
- Video Technician
- Pro Staff
- Coordinator

The *furniture crew* role consists of setting up, positioning, and taking down chairs, tables, stage decks and mobile walls and airwalls according to a diagram.

The *technician* role will complete stagehand tasks/tasks that can be shown on the job and that need only basic prior knowledge such as physically setting up lighting, sound, and video components under direct supervision, running cables, wiring up microphones and speakers, taking instruments, microphones, and speakers onto and off the stage, and light furniture work. They will also be able to run the spotlight in Strong Auditorium.

The *basic audio technician* role consists of the setup/teardown of simple audio systems, operation of installed systems, and the playback of recorded audio for dance and variety shows on already set up and calibrated systems. This role should have at least a passing familiarity with the sound console and with Qlab to make small changes as needed. This role is not responsible for mixing more than 2 microphones at a time.

The audio technician role consists of the set up, operation, and tear down of simple audio systems (2-3 speakers) and the use and operation of installed systems for simple events. This role should be familiar with basic operation of the Behringer X32. This role will be responsible for the operation of 4-5 handheld or lavalier mics with or without background music for presentations, panels, and singing with background music. This role will not be responsible for mixing panels with more than 3 lavalier mics or for mixing bands with or without monitors or a cappella groups.

The *advanced audio technician* role consists of the design, set up, operation, and tear down of advanced audio systems and the use of installed audio systems for medium and advanced events. This role is required to have advanced knowledge of the X32. This role should also have ear training for tuning systems and EQing mics to ensure balanced system output. This role will be responsible for set up and operation of bands, large panels, remote presenters, audio for live stream,

The *basic lighting technician* role consists of playing back preprogrammed shows either from a marked up script or at the direction of a stage manager. There is minimal lighting design or programming required in this role. This role should have at least a passing familiarity with ETC consoles to make small changes as needed.

The lighting technician role consists of the set-up, design, and tear down of simple to moderate shows. This could include basic on and off looks up to 3-4 cues per 3-minute song. This role

should be able to handle a simple show mostly independently. This role is required to have basic troubleshooting ability and familiarity with the lighting board.

The *advanced lighting technician* role consists of the set up, design, and tear down of more complex shows that require more than 5 cues per 3-minute song and/or use of the ground package. This role should be mostly independent in the set-up, basic troubleshooting, operation, design, and tear down of shows.

The video operator role consists of the basic operation of video equipment including operation video switchers, basic advancing and editing of PowerPoint slides, and basic operation of cameras and playback of preprogrammed Qlab playlists under the direct supervision of a video professional. This role will also be responsible for basic use of installed projection systems. This role is not responsible for live streaming.

The video technician role consists of the operation of complex video systems including video switching with picture in picture, live streaming, multiple output presentations, live captions, and the building and operation of Qlab playlists. This role is independent with the set up, operation, and tear down of video equipment.

The *pro staff* role is a supervisory position who interfaces with the client and provides supervision and last-line decisions for the whole event. A crew lead generally does not have an operating position.