



TKC MANAGEMENT SERVICES

Job Title: Event Setup Technician
Department: TKC Management Services
Reports to: Facility Manager/Operations Manager
FLSA Status: Non-Exempt
Updated: 11/2019

Descriptive Summary:

The Event Setup Technician assists in the production, setup, execution, and break down of all events for Montreat College. This individual will maintain a high level of professionalism in addressing event setup issues including response to and resolution of any client requests or concerns pertaining to events. This position will also assist in simple housekeeping duties associated with events, as well as, general maintenance for and between events.

Essential Job Duties:

- Assist in the setup, and execution of all events for Montreat College. These events include, but are not limited to, major events (concerts, conventions, etc.), meetings, and special events.
- Assist in maintaining inventory logs of all tables, chairs, and equipment used for events.
- Cleaning, inspecting, and repair of equipment for damage after use and checking it against inventory.
- Set and break down of tables, chairs, podiums, stages, pipe and drape, décor, and banners as necessary.
- Perform off-season maintenance and preventive maintenance projects.
- Maintain venue including vacuuming floors, cleaning walls, and windows.
- Floors (Floor Tech) – carpet cleaning, floor buffing, etc. (includes stripping, waxing and overall refinishing of VCT floors in all campus buildings.
- Office Moves
- Adhering to event safety standards.
- Other maintenance, housekeeping and grounds duties as assigned.

Competencies:

- Diligence and attention to detail
- Physical stamina and high energy levels
- Strong interpersonal and problem-solving skills
- Ability to perform under stress
- Excellent verbal/written communication and presentation skills
- Experience in leading the project management process
- Proven record of providing excellent customer service
- Excellent multitasking ability

Technical Skills:

- Understand and abide by all applicable Safety Data Sheets (SDS) procedures
- Valid Driver's License
- Ability to setup rooms by interpreting diagrams and follow oral and written instructions with attention to detail and last-minute updates or requests.
- Demonstrate excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees, live production and communications staff, and vendors.
- Maintain professional appearance
- Must have proven job reliability, diligence, dedication, and strong organizational skills.
- Must be flexible with working long hours, nights, weekends, and holidays.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: The employee is regularly required to talk or listen effectively. Ability to perform required tasks associated with position including, but not limited to, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting. Must be able to lift up to 50 lbs and load/unload up to 75 lbs. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned. The worker is subject to both environmental conditions: activities occur inside and outside. The worker is subject to noise based on event type.

Classification / Expected Hours of Work:

This is a full-time, non-exempt position with working hours Tuesday through Saturday or Wednesday through Sunday. Event schedule will determine weekly schedule in advance. Some overtime or holidays may be required.

Education/Work Experience:

High School Diploma or equivalent. Prior experience in an arena, stadium, convention center, or like venue is recommended but not required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Signature

Date

Application Requirements: Please reply to the following email if interested.

thendrix@tkcmgmt.com