JOB DESCRIPTION

Position: Events Setup Assistant

Reports to: Event Services Coordinator

Department: Conference & Auxiliary Services

FSLA Status: Non-Exempt

Scope: Reporting to the Event Services Coordinator, the Events Setup Assistant plays an integral role in ensuring that campus events are appropriately coordinated and set up.

Basic Responsibilities:
1. Oversee work-study students.
2. Work with Physical Plant staff to maintain equipment inventory and perform set-ups.
3. Schedule student workers according to set up needs.
4. Report general maintenance needs in Decker College Center and throughout campus using the college’s work order system.
5. Provide support for Summer Conference programs and events scheduling.
6. Fill in for Events Setup Coordinator to cover vacation and similar periods.
7. Coordinate audio visual setup and provide support for events.
8. Perform other duties as assigned.

Specific Responsibilities:
1. Event Set-Ups *(may include the following depending on event location and specific requests)*
   a. Ensuring that setup specifications, as outlined by the requestor, are met.
   b. Moving, arranging, and removing all folding chairs, tables, and other equipment.
   c. Submitting work orders for moving, placing, and removing podiums and conductor’s box, music stands, and musical instruments on campus.
   d. Hanging banners, setting up pipe and drape, setting up flags on stands and skirting stages.
   e. Submitting work orders for moving, placing, and removing any floor coverings (e.g. Gill Gyms).
   f. Setting up audio-visual equipment including, but not limited to sound systems, computers, projectors, portable screens, etc.

2. Oversee work-study students.

Physical Characteristics:
• This position requires regular standing and stooping. Must be able to lift up to 50 lbs. The ability to pull, climb, and walk.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.