

Upchurch University Center Set up Crew

Employment time frame: Fall 2018- Spring 2019, 10-20 hours per week

Supervisor: Mic Brunner

Position Description: Set up crew will be responsible for all event-related set ups and breakdown in the Upchurch University Center. Set up diagrams will be provided for each event set up. Set ups could include but not limited to; setting up and breaking down of equipment, tables, chairs, stage, sound, lights and other duties as needed.

Learning Outcomes:

1. He/she will learn to work in a team environment
2. He/she will develop critical thinking skills
3. He/she will learn event planning skills

Roles and responsibilities:

- Be available to work flexible hours, primarily weekday evenings and weekends
- Ability to interact with a wide variety of people
- Ability to communicate clearly with customers (faculty, staff, students and guests)
- Ability to work independently
- Ability to do physical/manual labor
- Provide a positive client experience to all patrons of the facility.
- Insure that all meeting and event rooms are set in accordance with the guests' requests, as noted the set up diagram
- Follow all safety protocols when conducting all set up and breakdown of rooms
- Assist the Building Supervisor or professional staff as needed when responding to all emergencies in the Upchurch University Center
- Complete all necessary reports.
- Provide support during events as needed including AV and technology troubleshooting and/or running the sound and lights
- Attend required staff meetings, staff development, and training
- Arrive on time in the appropriate uniform
- Report maintenance and repair needs on the daily shift report
- Other duties as assigned.

Qualifications:

- 2.5 Cumulative GPA
- Comfortable with lifting at least 40 lbs and setting up equipment of moderate weight

- Familiar with how to operate a sound and light system
- Experience/knowledge working with AV equipment and technology
- Strong time management skills
- Customer focused
- Ability to follow directions
- Ability to work well independently or as part of a team
- Reliable and responsible, take initiative to complete tasks

How to apply:

1. Submit application by going to www.longwood.edu/studentunion
2. Complete a group interview and an individual interview

Updated 022418