

Event Team Set-Up 2020 – Seasonal, hourly-non-exempt



Lakeside Chautauqua | 236 Walnut Ave., Lakeside, OH 43440 | lakesideohio.com | employment@lakesideohio.com

Summary:

The Event Team Set-Up employee reports to the Event Team Coordinator and Manager of Conference and Events. This is a seasonal position within the Conference & Event Planning Department with varying day and evening hours based on the events' schedule. These individuals will work in a fast-paced environment as part of a team that set up and tear down for events throughout the campus.

Applicants must be available to work from mid-May through mid-August, but preferably through Labor Day. The position requires the physical movement of chairs, banquet tables, sound equipment, and cleaning before and after events, therefore, applicants must be able to lift 40+ lbs. and able to legally drive.

Ideal candidates are physically active, good listeners and forward thinkers with high energy and a positive attitude. Ability to work as part of a team is a must.

Lakeside Chautauqua provides affordable dorm housing in a camp environment. The Event Team Set Up reports to the Director of Conference & Event Planning and the Conference and Event Planning Manager and is expected to work days, evenings, weekends and holidays.

Essential Duties and Responsibilities:

- Work as a team to set up events, including banquets, parties, weddings, reunions, meetings, etc.
- Work as a team to tear down events and thoroughly clean venues
- Responsible for transporting equipment across the grounds in Lakeside vehicle
- Set up and troubleshoot audiovisual and sound equipment for events (training provided)
- Report to the Event Team Coordinator on a daily basis
- Any and all other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or its equivalent. Must have a valid Ohio Driver's License since you will be driving a Lakeside vehicle. Also a working knowledge of audiovisual and sound equipment preferred, but not required.

Language Skills:

The ability to completely understand, read, analyze, and correspond reports. The ability to effectively communicate information professionally with department managers, clients and the general public.

Mathematical Skills:

Ability to apply basic math concepts.

Reasoning Ability:

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Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop or kneel, talk or hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must regularly lift and/or move more than 40+ pounds. 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. While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot, conditions and may be required to work outdoors. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Event Employee Signature

____/____/____
Date

Manager of Conference & Events

____/____/____
Date