Skutt and Harper Centers
Student Employee Job Descriptions

Title: Event Management Assistant
Supervisor: Events Manager

General Description:
The Event Management Assistant is a part-time, temporary student employee. He/she works independently and alongside building staff to complete set-ups and ensure clients are attended to.

Pre-Requisites:
- Enrollment at Creighton University
- Cumulative GPA of 2.0 or higher
- Flexible work schedule to include working late nights and weekends

Duties and Responsibilities:
- Move, clean, set-up and teardown event equipment and furnishings for the Skutt and Harper Centers
- Attend events and provide logistical, housekeeping and/or production needs.
- Assist staff with various projects and assignments not directly related to events such as inventory, repair, and preventive maintenance.
- Understand the operation report and diagrams to include reading and following directions outlined
- Review all event spaces daily to include set-up, equipment operation; making alterations and quality assurance
- Operate audio visual and sound equipment for event
- Report damages of equipment and spaces to manager on duty
- Be aware of current emergency procedures and assist as needed
- Attend required event management meetings
- Perform other duties as assigned

Expectations:
- Be on time for every shift, give plenty of notice when expected to be late or sick and seek additional coverage from team members.
- Work additional shifts to include weekends and holidays
- Know and adhere to Skutt and Harper policies and procedures
- Be an expert with setup styles, audio visual and sound equipment, and reading the ops report.
- Be responsible and fulfill duties under minimum supervision
- Be organized, enthusiastic and possess excellent communication skills
- Proactively plan and seek additional work to complete during down time
- Think of creative ways to better the Skutt and Harper Centers and their customers

Knowledge, Skills, and Abilities:
- Be able to grasp, bend, stoop, reach, lift up to 50lbs, climb ladders, and stand for long periods of time
- Be able to keep up with a fast pace environment
- Refined customer service, time management, and communication skills
- Ability to work independently