

## Skutt and Harper Centers Student Employee Job Description

***Title:*** Event Management Coordinator

***Supervisor:*** Assistant Manager of Operations

***General Summary:***

The setup coordinator is a part-time, temporary student employee. He/she assists in the supervision of room setups and training the setup workers.

***Pre-Requisites:***

1. Enrollment at Creighton University
2. A cumulative GPA of 2.5 or higher
3. Previous work as event management worker or building manager

***Duties and Responsibilities:***

1. Assist in scheduling event management workers for all hours of operation
2. Train new employees
3. Maintain an up to date setup manual
4. Conduct regular training sessions and bi-weekly meetings for current employees
5. Maintain an up to date list of contact numbers for setup employees
6. Inform the other departments of setup worker schedules and contact numbers
7. Be aware of current emergency procedures

***Expectations:***

1. Superior knowledge of setup styles, audio visual, and sound equipment
2. Schedule an adequate number of event management workers for each shift, including holidays and breaks, and extra workers for busy shifts
3. Be responsible and fulfill duties even under minimum supervision
4. Work well with and communicate well with staff and clients
5. Encourage workers to do their best and understand the importance of their position as an employee and the part they play in customer service
6. Be creative and think of new ideas to better the Skutt and Harper Centers and their customers
7. Be enthusiastic-- this attitude rubs off
8. Be organized and help the event management workers to be organized
9. Keep track of the event management keys and pager
10. Continuously stay busy and encourage the other staff members with things they can work on

***Knowledge, Skills, and Abilities:***

1. Be able to perform all duties of an event management worker
2. Ability to take directions- written and oral
3. Excellent customer service skills
4. Be able to lift at least 50 lbs and climb a 12' ladder
5. Leadership skills
6. Eye for detail