



JOB TITLE: Part-Time Event CREW

REPORTS TO: BASE Sales & Service Manager

The BASE at Extraco Events Center, is a multipurpose facility with the goal of bringing more business and tourism to Waco through sports tournaments, concerts, meetings, trade shows, and community events. Located next to the existing Extraco Events Center Coliseum, the facility offers 52,000 square feet of clear-span, multipurpose exhibition space.

The BASE has immediate openings for Event CREW personnel (Client Response Event Workforce). The CREW will primarily be responsible for working events as needed and being the point of contact for Event Planners during the event. Duties include skilled and semi-skilled tasks, which often require operation of equipment, troubleshooting issues, lifting and/or a degree of physical exertion, maintaining the events checklist and securing the building when events conclude.

Qualifications:

Responsible, professional, friendly, excellent communication skills, team player, good work ethic and ability to work without close supervision. Must possess a sense of pride and accomplishment with one's work, and is willing to go above and beyond to ensure guests have the best experience possible.

Essential Duties and Responsibilities:

Includes the following. Other duties may be assigned.

- Participate in aspects of preparation for events
- Responding to client requests for setting up and tearing down chairs, barricades, staging, tables, other furnishings and equipment as needed
- Updating room signage
- Perform various duties to ensure the day-to-day operations of the facility are met
- Tracking Client's equipment and furniture request during events
- Assist with security during the day/night, securing doors, ushering and crowd control
- Report irregularities, discrepancies, safety or damage concerns or loss of property promptly to Operations Supervisor
- Work extended and/or irregular hours including nights, weekends and holidays as needed
- Assist with other functions with any aspect of event facility services and operations as needed to maintain a high level of service to customers
- Other duties as assigned

Knowledge, Abilities and Skills:

- Demonstrate knowledge or willingness to learn practices and procedures related to event set-up
- General methods and techniques for cleaning and maintaining the facility
- Proper use and care of facility equipment and tools
- Demonstrate a positive attitude and strong work ethic and attention to detail, without close supervision
- Follow all policies/procedures, risk management, safety precautions, rules, regulations and emergency procedures established at the facility
- Meet the physical demands of the job. Must perform strenuous physical duties at times, including lifting, carrying, moving and climbing
- Operate equipment such as light truck/dollies, pallet jacks, or other light power-driven equipment
- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Familiarity with building controls (heat, air, lights, etc.) and audio-visual, a plus
- Time management — Organize and prioritize work to meet deadlines
- Work effectively under pressure and/or stringent schedule
- Work independently, exercising judgment and initiative
- Must be honest, trustworthy, reliable, and dependable and strive to do the best job possible under all circumstances
- Maintain an effective working relationship with clients, co-workers, exhibitors, patrons and others encountered in the course of employment
- Remain flexible and adjust to situations as they occur.

Ideal Candidate:

- Someone within the events industry looking for extra part-time work.
- College Student majoring in a field of study related to the hospitality/events industry

Compensation:

- Based on experience
- Less than 40 hours per week

TO APPLY:

Online Job Application: <https://www.extracoeventscenter.com/jobs.aspx>

Please email your resume to Mattie@hotfair.com



4601 Bosque Blvd. Waco, TX 76710

GENERAL INFO: 254-224-8277