



Position opening:	Event Operations Team Member (Part-Time)
Facility Name:	Lynnwood Convention Center
Location:	Lynnwood, WA

Job Title: Event Operations Team Member (Part Time)
Department: Event Operations
Reports To: Event Operations Supervisor
FLSA Status: Non-Exempt

Summary

The Lynnwood Convention Center's purpose is to create, plan and execute outstanding event experiences. To achieve this, our employees must provide the highest levels of guest service by demonstrating our principles of being Professional, Resourceful, Accommodating and Precise, while always being Safe. To be successful in this role, candidates must be friendly and honest, build strong relationships, continually strive to provide a seamless experience, and be flexible to our guests' needs by providing quality services and products through detailed and accurate communication. Team members of the Lynnwood Convention Center must share in our values of being Adaptable to event needs, being Aware of guest requirements, showing strong Character, and being Team-centric. We are looking for talented folks who model these values in their work behavior, decision making, personal contributions, and guest interactions.

DUTIES & RESPONSIBILITIES

- Set up and strike chairs, tables, staging, and related equipment
- Transport carts, tables, chairs, boxes, and dance floor
- Assist Event Managers with event needs and changes as requested
- Setup audiovisual and catering equipment as directed
- Operate motorized equipment such as floor scrubbers, vacuums, carpet extractors, and related equipment as needed for projects
- Assist with basic maintenance such as pressure washing, touch-up painting, and monitoring the condition of furniture and equipment.
- Regular inspection of the facility for damage and overall cleanliness
- Assist Event Houseman with cleaning of the facility as needed

REQUIRED SKILLS & ABILITIES

- Demonstrated knowledge of basic tools and methods to set-up and strike various items including tables, chairs, and stages.
- The candidate must be able to read and interpret plan drawings in conjunction with written guidelines to achieve various setup needs.
- Can read, write, and speak English. High School diploma or general education degree is required and must have ability to follow detailed instructions for tasks assigned.
- The ideal candidate must be willing to work extended, often irregular hours including nights, weekends, and holidays as required by events.
- A positive attitude and an outgoing personality are a plus. Previous event set up experience is preferred.
- Must be willing and able to work extended, often irregular hours including nights, weekends, and holidays as required by events

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time and may have to reach with hands and arms, stoop, kneel, crouch, and crawl.

The employee must regularly lift and move up to 75 pounds.

This position requires work in both indoor and outdoor settings and may be subjected to adverse weather conditions.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To apply, click here:

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