



Midland County Horseshoe Event Staff

SALARY	\$20.28 Hourly \$1,622.52 Biweekly \$3,515.46 Monthly \$42,185.49 Annually	LOCATION	79701, TX
JOB TYPE	Full-Time	JOB NUMBER	2019-00407
DEPARTMENT	Midland County Horseshoe	OPENING DATE	02/22/2024

Summary

Please ensure that you fill out this DPS criminal background check permission form (you must open this in internet explorer to digitally sign). All that is needed is your name, signature, and the date. You will need to attach this to your application. CRIMINAL CHECKS CANNOT BE RUN WITHOUT THIS FORM AND YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Assists in the event setup, breakdown, upkeep of the venue as a whole, and works on and with other various systems and equipment, including, but not limited to audio-visual equipment, dirt maintenance equipment, cleaning equipment, staging, and other technology and equipment. Also responsible for filling out appropriate paperwork for documentation of work performed, event materials used, post event reports and following setup diagrams from Event Staff Supervisor and renters.

Essential Duties and Responsibilities

- Setting up necessary tables, chairs and stages and other equipment for events.
- Being responsible for facilitating seating organization in respect to fire code regulations.
- Being assigned various tasks by the Event Staff Supervisor and Booking & Event Manager.
- Facilitating the proper organization and cleanliness of venues.
- Upholding any necessary safety precautions.
- Providing high levels of customer service were applicable.
- Helping to set up sound and lighting equipment.
- Providing relevant information to event attendees and lessees.
- Checking and inspecting equipment for potential damage.
- Aiding in event breakdown after the event.
- Completes work logs, work orders, and various paperwork necessary for documentation of work and services performed.
- Complete the Program Heavy Machinery Certification assigned by the Horseshoe Director.
- Adheres to county and departmental policies and procedures.
- Regular and timely attendance is required.
- Additional responsibilities added by Horseshoe Director.

Qualifications, Education, and/or experience

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 graduation or its equivalent. Plus, trade school or three years of experience: in required knowledge, skills, and abilities.

Knowledge, Skills and/or ability

KNOWLEDGE OF

Previous knowledge or willingness to learn the event staff critical role in ensuring the correct and efficient management of events in both public and corporate settings to meet the venue standards.

SKILL/ABILITY TO

Previous knowledge or willingness to learn and maintain strong organizing skills; Ability to efficiently multitask, perform well under pressure, excellent critical thinking abilities, high level of attention to detail, a positive attitude and strong interpersonal skills. perform mathematical calculations; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with co-workers and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid, clear driving record.

Agency

Midland County

Address

500 N Loraine St

Midland, Texas, 79701

Phone

432-688-4852

Website

<https://www.co.midland.tx.us/383/Human-Resources>