



## Midland County Job Description

Class No: 040-42-005,006,007,008,009,010, & 011  
Job Title: Horseshoe Event Staff  
Department: Midland County Horseshoe  
Reports To: Horseshoe Director

FLSA Status: Nonexempt  
Pay Group: 13  
Approved Date: Oct. 2023

### SUMMARY

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** include the following. Other duties may be assigned.

- 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 where 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.

**SUPERVISORY RESPONSIBILITIES** This is a non-supervisory position.

### 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 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.

**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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently squat, lie down, stand, and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tools and equipment, and must occasionally lift and/or move objects weighing up to 100 pounds. In addition to job roles, event staff will likely be on their feet for the duration of an event and need a certain level of energy and enthusiasm to succeed. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.

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Director's Signature

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Date