

JOB DESCRIPTION

Position Title: Facilities and Events Staff

Reports To: Facilities and Events Assistant

Summary, Facility and Events Manager Duties:

- Provide all necessary Expo Show Support work assigned by the Facilities Management at the South Florida Fair Expo center.
- Coordinate with the Expo supervisor for assigned tasks and schedules to meet the needs of show productions.
- Plan and prepare for assigned events at the fairgrounds by meeting with the Event Supervisor to ensure all necessary equipment and supplies are available.
- Depending on the requirements for the event, meet with necessary department supervisors such as Security, Landscaping, Maintenance, and box office.
- Ensure the event's needs are communicated to all departments, all necessary services are ordered, and all staff are scheduled.
- Communicate effectively with the Expo Sales Manager to ensure they are up to speed with changes made to event memo's and any problems encountered or opportunities discovered.
- All Expo Event Staff are required to wear their uniform and maintain a professional appearance.

Essential Duties and Responsibilities:

- Communicate effectively across all departments to deliver a quality experience to show promoters who are licensed to use our facility.
- Provide pre, during, and after show support to show promoters as assigned by Expos Management.
- Examples of work include: Setting Tables, chairs, pipe/drape, stages, temp walls, plants, tablecloths, event staffing to maintain cleanliness. Empty trash receptacles and clean bathrooms.
- Provide a safe platform for expo shows and make recommendations on effective safety protocol.
- Provide communication with promoters at all time to ensure promoters have the resources to succeed.
- Non-Event times: maintaining admin office spaces, detail cleaning, participating in other Fair staff assignments as assigned.
- Attend required management meetings and conduct regular maintenance staff meetings on safety.
- Coordinate as necessary with staff between departments on set-up/tear down of events.

Annual Fair duties:

- Work in areas defined by Expo Management, completing tasks related to customer service and hospitality.
- Provide feedback on Expo East & West layouts and setups to Event Supervisor for review and improvements.
- Work in the party pavilion area assisting in changeovers for all shows, events, and parties as assigned.
- Work with multiple departments to meet daily needs throughout the fair such as sponsorships, parties, special events, parades, box office, hospitality center, volunteer hospitality center, the Kids Mile, and Agriculture.
- Participate in the overnight clean up through all the buildings fair time and support other departments as needed,
- Assist in the plan to Deep clean all restrooms.

Competency:

- Must have effective oral and written skills, as well as good organizational skills, flexibility, and the ability to work well under pressure.
- Must have the ability to analyze situations accurately and take effective actions with minimal supervision, with independent execution of assignments, and respond appropriately to requests, concerns and/or complaints.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty (listed above) 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/Experience:

- High School Diploma or equivalent with a minimum of 5 years of relevant experience in the area of event staffing.
- Must have knowledge of event staffing and support methods and techniques along with strong interpersonal customer service skills.
- Preferences include: Experience in at least one dominant trade skill or technical school.

Language Ability:

- Ability to read, analyze, interpret, and apply effectively the use of; general event documents, technical procedures, or governmental regulations commonly related to the exposition field.
- Ability to write basic reports, relevant business correspondence, and work orders.
- Ability to effectively present information and respond to questions from groups of, clients, customers, and the general public.

Math Ability:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must have fundamental understanding of common building and trades calculations for associated field.

Reasoning Ability:

- Ability to define facility related problems related to the fairgrounds, collect data, establish facts, and draw valid conclusions. Must be able to effectively reason and communicate with all internal and external contacts.

Computer Skills:

- To perform this job successfully, an individual should have basic knowledge of Microsoft Office Suite, Outlook, and email usage.

Work Environment:

- While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment can be usually loud.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk or hear in various situations. The employee is frequently required to walk, sit, use hands and fingers, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. During peak activity times, extra daily hours, irregular or unusual hours and periods with no days off may be required.