WAC, Event Operations Technician (Temporary/Full-time)

Department: Special Events
Reports To: Director of Event Operations
FLSA: Non-Exempt
Employment Status: FT (with benefits)

POSITION SUMMARY:
The Event Operations Technician will be responsible for overseeing and participating in event set ups for events held at the Woodruff Arts Center. Stewarding of events will be common and this position will be cross trained by our AV technicians to assist when needed. The Event Operations Technician will liaison with departments on Internal Events from inputting into our scheduling software to preparing paperwork for distribution to key staff. Additional event support duties will be assigned by Woodruff Events for other internal and external events. The Event Operations Technician should be an experienced project and event operations technician, with a keen eye for detail, quality and program management, time-management and cross-functional, cross-divisional coordination. A background in event operations support is required. An appreciation for the arts is preferred.

WORK SCHEDULE:
- Wednesdays – Sundays (days & hours fluctuate based upon events scheduled).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
- Work with Arts Center event staff, A/V technicians, and housekeeping to ensure specific room set-ups are executed appropriately.
- Interface with internal departments (including patron services, housekeeping, special events, catering, parking and security) from set-up to tear down.
- Active participation in planning team communications including Reserve.
- Responsible for coordinating and communicating about assigned internal events.
- Onsite event coordination and technical event management.
- Cross trained with AV technicians to provide support to team.
• Participate in weekly planning meetings.
• Complete event steward/house manager’s report at end of event shifts and distribute to Woodruff Arts Center staff.
• Outgoing, friendly, confident, dedicated top event management with a team-first attitude.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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 Experience:**
• Minimum- High School diploma, college degree preferred.

**Skills and Abilities:**
• Ability to prepare internal and external written briefings for team implementation.
• Encourage team environment in which best creative work can emerge and encourage sharing of responsibilities.
• Flexible schedule necessary – schedule contains night and weekend work based on events.
• Personable with excellent spoken and written English skills mandatory.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**
The work environment and 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.

• Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 50 pounds) is needed.
• The noise level in the work environment is usually moderate.