

## Event Set-Up Staff

### Job Summary:

We are seeking reliable and energetic individuals to join our team as Event Set-Up Staff. As an Event Set-Up Staff member, you will play a crucial role in ensuring the successful preparation and arrangement of event venues. This position requires the ability to work independently, follow instructions and layouts, and lift heavy objects. Flexibility in working hours, including late nights and weekends, is necessary.

### Responsibilities:

- Set up tables, chairs, stages, and other event equipment according to instructions and layouts
- Collaborate with event organizers and fellow staff members to efficiently prepare event venues
- Lift and carry heavy objects, weighing up to 70 lbs., to facilitate event setup
- Follow instructions and layouts accurately to create a visually appealing and functional event space
- Maintain a high level of energy and endurance to withstand physically demanding tasks
- Possess strong communication skills to effectively interact with event organizers and colleagues
- Demonstrate a strong work ethic and the ability to work independently to complete assigned tasks
- Adhere to safety protocols and ensure a safe working environment for yourself and others
- Ability to make your own schedule based on event requirements and deadlines
- Ability to work late nights and weekends, as events often take place during these times

### Qualifications:

- Prior experience in event set-up or related roles is preferred
- Dependable and punctual, with a strong emphasis on reliability
- Energetic and able to work in physically demanding and fast-paced environments
- Strong communication skills, both verbal and written
- Demonstrated ability to follow instructions and layouts accurately
- Excellent work ethic and the ability to work independently with minimal supervision
- High-endurance and the ability to withstand physically demanding tasks
- Flexibility in working late nights and weekends, as required by event schedules
- Ability to make your own schedule based on event requirements and deadlines
- Reliable transportation required
- Drug/alcohol screening and background check will be required