



LYNNWOOD
CONVENTION CENTER

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POSITION: Operations Set-up Crew Lead - Fulltime
REPORTS TO: Operations Manager
FLSA STATUS: Full Time Non-Exempt

The Lynnwood Convention Center strives to provide excellent guest service through our core principles, safety, professional, resourceful, accommodating, and precise. As a member of the Lynnwood Convention Center team, we are looking for talented folks who model these values in their work behavior, decision making, personal contributions and guest interactions. We invite you to join our team and show your affinity for guest service, and work alongside others who have the same shared values and commitment to excellence.

Lynnwood Convention Center is situated in the heart of Washington's aerospace, high tech and bio-med corridor. The Center offers individualized meeting spaces with full on-site audiovisual services, electrical support, and first class, 5-star resort quality in-house catering. Our goal at the Lynnwood Convention Center is to deliver unparalleled service to every person who comes through the door. Every employee at the center works closely with guests and must be able to enjoy interacting with them.

DUTIES & RESPONSIBILITIES:

- ❖ Set up and strike of chairs, tables, staging, and related equipment for all events.
- ❖ Move carts, tables, chairs, boxes, and dance floor.
- ❖ Housekeeping of the center, including but not limited to cleaning restrooms, event spaces, concourses and the building's exterior.
- ❖ Assist Event Managers with all event needs and changes as requested.
- ❖ Set up audiovisual and food and beverage equipment as directed.
- ❖ Operate motorized equipment such as floor scrubbers, vacuums, and carpet extractors.
- ❖ Assist with basic maintenance such as pressure washing, touch-up painting, and monitoring the condition of equipment.
- ❖ Inform Operations Manager of any damage to equipment or facility.

SUPERVISORY RESPONSIBILITIES:

- ❖ Supervise room conversions
- ❖ Delegate tasks to other members of the crew to ensure efficient completion of work
- ❖ Review room sets and custodial work for quality assurance
- ❖ Fill out daily work logs for each shift and submit to Operations Manager
- ❖ Assist with training and development of new crew staff

SKILLS & ABILITIES:

- ❖ Demonstrated knowledge of basic tools and methods to set up and strike various furnishings including tables, chairs, and stages.
- ❖ Must have the ability to read, write, and speak English.
- ❖ High School diploma or general education degree is required and must have ability to follow detailed instructions for tasks assigned.
- ❖ The ideal candidate must be willing to work extended, often irregular hours including nights, weekends, and holidays as required by events.
- ❖ A positive attitude and an outgoing personality are a plus.
- ❖ Previous event set up experience is preferred, but not necessary.

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 stand for long periods of time and may have to reach with hands and arms, stoop, kneel, crouch, and crawl. The employee must regularly lift and move up to 75 pounds. This position requires work in both indoor and outdoor settings and may be subjected to adverse weather conditions.

This position offers a comprehensive benefits package

To Apply: Please follow or copy the link below

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000483982006#/>

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRA Federal Contractor.