



<b>Position</b>	<b>Operations Lead (Part-Time)</b>
<b>Facility Name</b>	<b>Lynnwood Convention Center</b>
<b>Location</b>	<b>Lynnwood, WA</b>

**POSITION:** Operations Lead (Part-Time)

**DEPARTMENT:** Operations

**REPORTS TO:** Operations Manager

\*Free Parking

\*Paid Sick Leave

\*401K Participation

\*Flexible Shifts

## Summary

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for Operations Lead at SMG/**Lynnwood Convention Center**.

The Lynnwood Convention Center's purpose is to create, plan and execute outstanding event experiences. To achieve this, our employees must provide the highest levels of guest service by demonstrating our principles of being Professional, Resourceful, Accommodating and Precise, while always being Safe. To be successful in this role, candidates must be friendly and honest, build strong relationships, continually strive to provide a seamless experience, and be flexible to our guests' needs by providing quality services and products through detailed and accurate communication. Team members of the Lynnwood Convention Center must share in our values of being Adaptable to event needs, being Aware of guest requirements, showing strong Character, and being Team-centric. We are looking for talented folks who model these values in their work behavior, decision making, personal contributions, and guest interactions.

### Essential Duties and Responsibilities

- Set up and strike chairs, tables, staging, and related equipment for all events
- Move carts, tables, chairs, boxes, and dance floor
- Assist Event Managers with all event needs and changes as requested
- 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 operations staff

### Qualifications

- 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

**Education and/or Experience**

- High School Diploma or GED is required
- 1 - 2 years' experience working in event operations

**Skills and Abilities**

- A positive attitude and an outgoing personality are a plus

**Computer Skills**

- Comfortable with using computers
- Knowledge of computer programs like Outlook, Word

**Certificates, Licenses, Registrations**

- First Aid/CPR
- Blood Borne Pathogens
- Or the willingness to get certified within 3 months

**Other Qualifications**

- The ideal candidate must be willing to work extended, often irregular hours including nights, weekends, and holidays as required by events

**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 both indoor and outdoor settings and may be subjected to adverse weather conditions.

**Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**Click the Link to Apply:**

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000532123306#/>

Applicants that need reasonable accommodations to complete the application process may contact

Michelle Keasal  
Lynnwood Convention Center  
Lynnwood, WA

425-275-0026

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