



Worldwide Entertainment and
Convention Venue Management



LYNNWOOD
CONVENTION CENTER

POSITION: OPERATIONS – EVENT SET UP AND TEAR DOWN
REPORTS TO: EVENT SERVICES MANAGER
FLSA STATUS: PART TIME NON-EXEMPT

EVENING AND WEEKEND SHIFTS REQUIRED

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.

DUTIES & RESPONSIBILITIES:

- SET UP AND STRIKE CHAIRS, TABLES, STAGING, AND RELATED EQUIPMENT
- TRANSPORT CARTS, TABLES, CHAIRS, BOXES, AND DANCE FLOOR
- ASSIST EVENT MANAGERS WITH EVENT NEEDS AND CHANGES AS REQUESTED
- SETUP AUDIOVISUAL AND CATERING EQUIPMENT AS DIRECTED
- OPERATE MOTORIZED EQUIPMENT SUCH AS FLOOR SCRUBBERS, VACUUMS, CARPET EXTRACTORS, AND RELATED EQUIPMENT AS NEEDED FOR PROJECTS
- ASSIST WITH BASIC MAINTENANCE SUCH AS PRESSURE WASHING, TOUCH-UP PAINTING, AND MONITORING THE CONDITION OF FURNITURE AND EQUIPMENT.
- REGULAR INSPECTION OF THE FACILITY FOR DAMAGE AND OVERALL CLEANLINESS
- ASSIST EVENT HOUSEMAN WITH CLEANING OF THE FACILITY AS NEEDED

REQUIRED SKILLS & ABILITIES:

- DEMONSTRATED KNOWLEDGE OF BASIC TOOLS AND METHODS TO SET-UP AND STRIKE VARIOUS ITEMS INCLUDING TABLES, CHAIRS, AND STAGES.
- THE CANDIDATE MUST BE ABLE TO READ AND INTERPRET PLAN DRAWINGS IN CONJUNCTION WITH WRITTEN GUIDELINES TO ACHIEVE VARIOUS SETUP NEEDS.
- CAN 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.

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 50 POUNDS.

THIS POSITION REQUIRES WORK IN 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.

TO APPLY: FOLLOW THE LINK BELOW:

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- FREE PARKING
- PAID SICK LEAVE
- 401K PARTICIPATION AVAILABLE
- FLEXIBLE SCHEDULES

SMG IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, AND ENCOURAGES WOMEN, MINORITIES, INDIVIDUALS WITH DISABILITIES, AND PROTECTED VETERANS TO APPLY. VEVRRRA FEDERAL CONTRACTOR.