Events Assistant

Job Code 00007285

General Description
Responsible for ensuring that athletic facilities are prepared for all events.

Examples of Duties
Ensure that athletic surfaces are in proper condition.
Ensure that sound systems in arena are functional.
Arrange special requests associated with events.
Provide and monitor lock-ups for coliseum, stadium, and athletic fields.
Open facilities preceding sporting or other events.
Receive and stock beverages.
Place orders to vendors.
Deliver materials and supplies as needed.
Coordinate work of other staff in preparation of event.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Ability to: Read diagrams, schedules, revenue reports, directions for special equipment, and correspondence, to prepare correspondence and schedules for upcoming events, to perform basic math, to understand and convey instructions for setting up facilities for events, to prioritize workload in relation to event schedule, to push mats, bleachers, tables, and other equipment weighing 100 pounds, with dollies or carts, to climb up into scaffolding and cat walks to inspect and prepare athletic facilities.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Class C driver’s license required.