Events Supervisor

Job Code 50031143

General Description
Supervise the preparation of athletic facilities 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
Knowledge of: University policies and procedures and University related events.

Skill in: prioritizing workload in relation to event schedule; supervising employees and coordinating University events preparation.

Ability to: Read diagrams, schedules, revenue reports, directions for special equipment, and correspondence; prepare correspondence and schedules for upcoming events; perform basic math.

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