



Georgetown Chamber of Commerce
Position Description: **Part Time Event Set Up Staff**
Reports to: Event Center Manager & Director of
Operations

(Part Time) Event Center Set Up Staff

Summary of Position:

The part time event center setup position is responsible for setting up the Event Center for weddings, events, and meetings. The part time set up position is an independent position that requires attention to details and good time management. Hours include overnight work during the weekend.

Event Center Set Up Duties & Responsibilities:

- Set up chairs, tables, lighting packages, dance floor, etc., for all scheduled events according to the layout provided by the Event Center Manager.
- Clean tables and areas prior/after event. This includes mopping floors, vacuuming, cleaning bathrooms, and emptying trash to the dumpster or outside trash cans.
- Perform some repairs and building maintenance as needed such as touch-up painting, changing lightbulbs, repairing tables, power washing the building, and other duties as needed.
- Ensure the outside of the facility is free of trash and litter.

Office Expectations

- Reliable for 3rd shift responsibilities typically fall during the hours between 12am-6am Sunday mornings. Additional hours during the week are flexible/negotiable.
- Adhere to all policies set forth in the Employee Handbook.
- Strong time management skills.
- Cell phone for communication after hours.
- Must have reliable transportation.
- Be alert to things that need to be done that are not listed in the position description.

Technical

- Able to set up electronic equipment for meetings.

Physical Requirements

- Lifting and carrying 20lbs-50lbs.
- Using a ladder and chair dolly
- Janitorial cleaning.

Education/Experience

- High school or GED