

VIKING UNION

EVENT SUPPORT CREW (*Events Services*)

Viking Union Mission:

The Viking Union welcomes and engages students, faculty, staff, and guests in building a diverse community. We continually strive to enhance the Western Experience through supporting student leadership, campus involvement and creative expression, and by providing services and events in our venues.

The Viking Union... Bringing Together the Campus Community at Western Washington University

The Viking Union Event Support Crew provides critical day-of event support to a wide range of campus activities in a variety of spaces. This support includes equipment setup, takedown, staging, and event staffing. Work hours range week to week and occasionally requires some weekend and evening shifts it is important that the crew members can work both independently and as a part of a team while ensuring that event setup details are carried out safely, completely, and efficiently. All crew members are responsible for providing an inclusive and positive customer service environment while working with a wide variety of people.

Qualifications:

Applicants must demonstrate effective interpersonal communications, an attention to detail, the ability to carry out tasks independently and ability to lift 25 pounds. Students must also demonstrate a solid academic commitment by maintaining at least a 2.0 cumulative GPA and a minimum of 6 credit hours per quarter. Students with at least one year remaining at Western and a valid driver's license preferred.

RESPONSIBILITIES:

1. Attend a weekly Event Support Staff Meeting to schedule work hours.
2. Arrive at scheduled events on time and/or find a substitute if unable to work.
3. Be familiar with standard floor arrangements within the Viking Union, layout of all storage areas, and proper use and storage of audio/visual equipment.
4. Maintain a courteous and helpful attitude with sponsors, crew members and the general public.
5. Assist with the movement and arrangement of furniture and staging as specified on the crew instruction diagram and checklist. Ensure that sets are reviewed by Event Services Manager or Building Managers, when each job has been completed.
6. Setup and test public address systems and other audio/visual equipment.
7. Sell tickets and handle change funds, provide crowd control and maintain a safe environment for the public and the facility.

8. Maintain no smoking and drinking control during an event.

9. Perform other duties as assigned.

REPORTS TO: Event Services Manager

WORK TIME: Average of 5-15 hours a week, varies according to scheduled events.

SALARY LEVEL: \$9.47 per hour

APPLICATION PROCEDURE: See "Hiring Procedures"