

VIKING UNION

EVENT SUPPORT CREW SUPERVISOR (*Events Services*)

The Event Support Supervisor is responsible for the hiring, training and scheduling of the Event Support Crew. The Event Support Supervisor obtains all applicable information relating to scheduled events during weekly Production Meetings, and is responsible for diagramming event floor plans and specific instructions for the crew to follow.

PREREQUISITES:

The scheduling and coordination of sets, security, and personnel will require a strong familiarity with all facilities used for activities. Diagramming, to scale, of many different types of events makes experience on the Event Support Crew essential. The Event Support Supervisor is required to possess strong interpersonal skills to work with the crew, full-time staff and event producers.

RESPONSIBILITIES:

1. Maintain a work schedule as assigned by the Event Services Manager.
2. Schedule event personnel for all events.
3. Supervise the Event Support Crew in an effective manner, emphasizing a courteous and helpful attitude toward event producers.
4. Be aware of all details involving the setup and security requirements for any given event.
5. Complete and submit personal time sheets to the Event Services Manager.
6. Validate and complete Event Support Crews' time sheets and submit to the Event Services Manager.
7. Coordinate event set up and/or security needs with the Event Services Manager.
8. Train Event Support Crew in the safe setup of furniture and audio visual equipment.
9. Train crews on the selling of tickets and the handling of change funds, crowd control and maintaining a safe environment for the public and facility.
10. Diagram setups and schedule security personnel under the direction of the Event Services Manager.

11. Meet with the Event Support Crew on a weekly basis and ensure scheduling of all upcoming jobs.

REPORTS TO: Event Services Manager

WORK TIME: An average of 10 hours per week of office coordination, in addition to necessary event work. The office hours will be arranged with the Event Services Manager.

SALARY LEVEL: \$8.80 per hour

APPLICATION PROCEDURE: See "Hiring Procedure"