

# EVENTS SETUP COORDINATOR

Department: Physical Plant

Reports To: Director of Physical Plant

Position Summary: The Events Setup Coordinator is responsible for the set up and breakdown of all Campus Events. This includes daily or weekly events (includes evenings and weekends) such as Classes, Chapel, Rehearsals. This includes also such Events as Graduation, Homecoming, Board of Directors, Basketball Games, Concerts, and any other special events or outside rental functions. This position will work closely with the other Events Setup Coordinator to ensure coverage of events.

Essential Responsibilities:

1. Responsible for all campus set ups which includes the physical set up and breakdown of events
2. Responsible for the scheduling of student workers to ensure proper coverage of set ups and breakdowns
3. Supervises student workers to assist with set ups/breakdowns
4. Responsible for any cleaning that arises during set ups and breakdowns
5. Assist in the coordination and execution of internal office moves on campus
6. Works with Director of Custodial Services on cleaning issues that pertain to set ups
7. Works an on call schedule as determined by Director of Physical Plant
8. Works on special projects when asked by Director of Physical Plant
9. Work schedule is flexible as determined by events. Will include evenings and weekends averaging 37.5 hours a week.

Essential Qualifications:

- Excellent interpersonal and oral skills
- Must be flexible in working hours, ability to work evenings and weekends
- Must have some experience in Event Coordination and Cleaning
- Ability to lift up to 50 lbs
- Ability to handle details accurately
- Strong organizational skills
- Strong customer service orientation
- Computer literacy in Microsoft Word, Excel, and Outlook required
- Bachelor's degree desirable
- Personal commitment to North Park's mission of Christian higher education

Effective Date: 2012

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*