

Job Title: Setup
Department: Event Management
Reports To: Setup Supervisor
Shift: Swing Shift- 7:00am-3:30pm / 3:30pm-12:00am

POSITION SUMMARY: This position is an hourly position with responsibility for performing the manual labor associated with the daily set-up and tear down of the Convention, Meeting and Sport Facilities. This individual may lead and assist crew members with the physical setup of events. Accountability is to the Setup Supervisor and Setup Manager.

DUTIES:

- Set-up and tear down of chairs, tables, stages, and other equipment associated with meeting and convention services.
- Set-up and tear down of basketball flooring, artificial turf and other flooring.
- Marking of floors for concert seating and large meetings.
- Leading teams of part time set up workers.
- Other duties as assigned by Setup Supervisor.

QUALIFICATIONS:

- To perform this job successfully an individual must be able to perform each essential duty satisfactorily.
- Flexibility in scheduling to work either a 1st OR 2nd shift with alternating days off.
- Ability to follow oral and written instructions in the conduct of the job.
- Ability to perform basic mathematical functions including addition, subtraction, multiplication, division and determining square footage.

EDUCATION/EXPERIENCE:

- High school diploma or general education degree (GED); or three to five months related experience and/or training or equivalent combination of education and experience.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Knowledge of the operation of motorized equipment and use of basic hand tools.
- Forklift Certification.
- **VALID DRIVER'S LICENSE PREFERRED.**

PHYSICAL DEMANDS and WORK ENVIRONMENT:

- This position requires constant standing and walking with frequent stooping, kneeling and repeated bending.
- Performance of manual tasks requiring lifting abilities up to 51 lbs.
- Working conditions require occasional working inside and outside the Facility.

Individuals interested in applying for this position should submit an application or resume to the Human Resources office no later than Friday – March 30, 2018.

Address:

Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225

www.icclos.com/jobs