



**Company:** Capital Improvement Board of Managers  
**Job Title:** Full-Time Setup  
**Department:** Event Management  
**Reports To:** Setup Supervisor  
**Shift:** 7:30am-4:00pm / Tuesday - Saturday

**POSITION SUMMARY:** This position is an hourly position with responsibility for performing the manual labor associated with the daily setup 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 Manager and Setup Supervisor.

#### **DUTIES:**

- Setup and tear down of chairs, tables, stages and other equipment associated with meeting and convention services.
- Setup and tear down of basketball flooring, field turf and other flooring.
- Marking of floors for concert seating and large meetings.
- Assist in training of new employees.
- 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.
- 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 preferred.
- **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 a resume or application to the Human Resources office no later than Friday – October 5, 2018.**

**Address:**

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

**9.12.2018**