



JOB TITLE: Set-up Supervisor
DEPARTMENT: Event Management
REPORTS TO: Set-up Manager

POSITION SUMMARY: The Setup Supervisor oversees all full time and part time personnel assigned to his/her shift and assists the Setup Manager in the management of the department. Accountability is to the Setup Manager.

DUTIES:

- Plan Work Schedules.
- Supervise Full-Time and Part-Time crews.
- Assist the crews with difficult set-ups.
- Make sure all rooms and halls are setup correctly.
- Make recommendations related to hiring, firing or other changes in employee status.
- Other duties as assigned by Setup Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients, and co-workers. Must be able to work fluctuating hours including evenings and weekends.

EDUCATION/EXPERIENCE:

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

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Forklift Certification.
- Must have working knowledge of Union Contracts.
- Must have knowledge of basic computer programs.
- Valid drivers' license.

SUPERVISORY RESPONSIBILITIES:

This position supervises twelve (12) up to fifteen (15) full time and fifteen to fifty (15-50) part time employees plus assists in the supervision of other shifts and I&D department when needed.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant walking and climbing stairs with frequent standing and sitting. Occasional stooping, kneeling and repeated bending. Working conditions require working both inside and outside the Facility. Must be comfortable working in a large facility that requires extensive walking to monitor facility activity.

Individuals interested in applying for this position should submit a resume and cover letter to the Human Resources office no later than Monday, November 20, 2017

Address:

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