



Get Up and Go!

JOB DESCRIPTION

POSITION: Operations Crew Leader

REPORTS TO: Event Operations Manager / Assistant Event Operations Manager

STATUS: Full time / Non – Exempt

FACILITY: Bayfront Convention Center

CLOSING: May 2nd, 2022

POSITION SUMMARY:

The Bayfront Convention Center Operations Crew Leader is responsible for performing all tasks relative to the general operation, customer services, and cleanliness of the Bayfront Convention Center. He/she will lead event changeovers and assist in custodial tasks, laundry operation, as well as assisting Food and Beverage operations and other work as required.

He/she must work closely with the Operations Manager to ensure the success of each event and satisfying the Bayfront Convention Center goals and objectives in a most effective and efficient manner.

He/she must safely operate and maintain equipment which includes, but not limited to: forklift, scissor lift, audio visual systems, etc. He/she is expected to perform other duties as assigned by his/her supervisor.

QUALIFICATIONS:

The Operations Crew Leader must possess a high school diploma or equivalent and/or vocational/technical training. He/she must be capable of supervising semi-skilled workers and be able to communicate with these workers to meet the needs of the tasks at hand. He/she must be able to walk, climb, lift fifty pounds and have manual dexterity and motor coordination.

SALARY RANGE: \$15.00-\$21.00 per hour + Comprehensive Benefits Package



OPERATIONS CREW LEADER - JOB DESCRIPTION DETAIL

- The Operations Crew Leader is responsible for performing all the tasks relating to the general event operation, and cleanliness of the Bayfront Convention Center.
- Performs event set-up and tear-down personally and by leading part-time operations employees to perform the physical tasks as required.
- Responsible for assisting in the set up of the necessary equipment in the facility for each event.
- Responsible for maintaining building cleanliness, both front and back of house.
- Responsible for assisting the Event Operations Manager during events in the facility. Must be responsive to event needs and satisfy the requirements for setting up a particular event.
- Utilizes part-time help in the most efficient and effective manner possible.
- Utilizes the resources of the ECCCA in the most efficient and effective ways possible.
- Must work well with fellow employees, as a team member, working toward common goals.
- Must be a self-starter and work extremely well without supervision.
- Must work well under extreme pressure and strive to meet deadlines.
- Must complete work assignments in a timely manner and be neat, organized and strive for accuracy and efficiency.
- Maintains close communication and works cooperatively with the Assistant Event Operations Manager and Event Operations Manager.
- Maintains Bayfront Convention Center policies and procedures.

**Erie Events is an Equal Employment Opportunity Employer:
Minority/Female/Disability/Protected Veteran**