



*Get Up and Go!*

## JOB DESCRIPTION

**POSITION:** Crew Leader

**STATUS:** Full-time / Hourly

**REPORTS TO:** Operations Manager

**SUPERVISES:** Part-time Maintenance Staff

**FACILITY:** Warner Theatre

**CLOSING DATE:** September 26<sup>th</sup>, 2021

**POSITION SUMMARY:**

The Crew Leader is a “hands on” position responsible for performing all tasks relative to the general operation, maintenance, safety and cleanliness of the buildings and grounds. He/she will lead event changeovers and assist in repair and/or custodial work as required. He/she is responsible for organizing, directing and controlling the crew of part-time maintenance helpers. He/she must work closely with the Operations Manager to ensure the success of each event and satisfying the Theatre’s goals and objectives in a most effective and efficient manner. He/she must be capable of using and maintaining tools and equipment which includes, but not limited to, forklift, power tools, heating and lighting systems, etc. In addition, he/she directs or performs skilled labor tasks such as electrical work, carpentry, plumbing, etc. He/she is expected to perform other duties as assigned by his/her supervisor.

**QUALIFICATIONS:** The Crew Leader must possess a high school diploma or equivalent and/or vocational/technical training. He/must possess working knowledge of carpentry, plumbing, electrical and other general maintenance work. 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. He/she must be bondable and pass a security/reference check.

**SALARY RANGE:** \$15.00 - \$21.00 per hour + comprehensive benefits package



809 French Street • Erie, PA 16501 • [www.erieevents.com](http://www.erieevents.com)

Administrative 814-453-7117 • Fax 814-455-9931 • Box Office 814-452-4857

## **CREW LEADER – JOB DESCRIPTION DETAIL**

- Performs event changeovers by leading/assisting part-time maintenance helper employees to perform the physical tasks as required.
- Event changeovers typically occur in the late evening, early morning, and often on weekends, as the facility is converted from one set-up to another. Typically, event scheduling requires changeovers to be accomplished along with an event clean up.
- Changeover and clean up tasks need to be completed on a timely basis as events are generally scheduled to move in shortly after the clean up/changeover is completed.
- Performs maintenance tasks including building repairs of heating and lighting systems, the facility's electrical components as well as the facility's structure itself. Tasks also include plumbing, carpentry, painting and others as required.
- Performs all necessary custodial and clean up functions maintaining a sufficient inventory of clean up equipment for the Warner Theatre.
- Responsible for the maintenance and repair of all Warner Theatre equipment such as tables, chairs, staging, piping and drapes, risers, forklift, rails, ramps, welding equipment, etc.
- Responsible for setting up the equipment necessary for preparing the Warner Theatre for each event. These tasks include, but are not limited to unlocking appropriate doors, turning on HVAC equipment, lights etc.
- Assist in overseeing the Warner Theatre during many events such as Symphonies, Ballets, Plays, Concerts, Lectures, and Social Events, etc. In this capacity, the Crew Leader continually communicates with promoters and show producers to satisfy show needs as required.
- Assist the Operations Manager in scheduling part-time employees and order supplies for the facilities.
- Responsible for securing and locking the facility after each business day.
- Utilizes part-time help in the most efficient and effective manner possible.
- Must work well with management, employees, tenant, promoters, artists, and guests/patrons.
- Must work well under pressure and strive to meet deadlines.
- Performs other duties as assigned.

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