



**OUR VISION:**

*To be the acknowledged leader in public assembly venue management in the region*

**OUR MISSION:**

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

**OUR VALUES:**

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

<b>Job Title</b>	Event Logistics Assistant	<b>Bargaining Unit</b>	Non-represented
<b>Functional Job Family</b>	Events	<b>Classification #</b>	8054
<b>FLSA</b>	Non-Exempt	<b>Salary Grade #</b>	211
<b>Position Status</b>	Part-time – Temporary	<b>Revision Date</b>	Created March 24, 2015

**Classification Description:**

Assist full time Event Services Department with daily events logistics and related tasks. Assist with data entry and floor plan creation for upcoming events. Ensure compliance with established policies, procedures, programs and services.

**Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Assist event managers with tasks required by onsite events, such as communicating onsite changes to appropriate departments, maintenance requests, deliveries, crowd control, floor oversight, etc.
2. Update EBMS with event information including, but not limited to, event schedules, notes, orders and floor plans.
3. Performs basic AutoCAD plans, such as uploading room drawings, creating basic floor plans, selecting information, etc.
4. Other duties which may be necessary or desirable to support the agency's success.

**Education and/or Experience; Certificates, Licenses, and Registrations:**

- High Diploma or GED; college-level courses or other relevant training in AutoCAD or event management/hospitality preferred and
- A minimum of one (1) year of experience in event coordination for a public assembly facility, customer service in a retail or hospitality environment, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.



**Knowledge, Skills and Abilities:**

- Operations, services and activities of a public assembly facility or related facility
- Pertinent Federal, State and local laws, codes and regulations
- Principles, procedures, methods and techniques of event management
- Work effectively with clients
- Interact effectively with diverse groups of promoters, clients and the public and remain calm, professional, and polite even with dealing in difficult situations with others
- Analyze information and use logic to resolve issues and problems
- Communicate clearly and concisely, both orally and in writing
- Focus and maintain a calm demeanor in a high-paced environment
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Establish and maintain effective, cooperative working relationships with those contacted in the course of work
- Recognize and evaluate various options and opportunities and determine the most effective course of action
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Work various hours, including evening, weekends, and holidays

**Physical Demands / Work Environment:**

- Majority of work is completed in an indoor environment with exposure to moderate levels of noise in a well-lit, well-ventilated and fast-paced environment
- Continuously required to read a computer screen; hear and/or respond to verbal/audio cues; see and/or respond to visual cues; stand and/or walk for extended periods of time; sit for extended periods of time
- Frequently required to perform repetitive motions of hands and wrists; reach with hands and arms; lift, push, pull and/or carry objects up to 25 pounds
- Rarely required to stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 50 pounds; work near or around moving mechanical parts; exposed to outdoor weather conditions

*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*

APPROVED:

\_\_\_\_\_  
MERC General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
MERC Human Resources Manager

\_\_\_\_\_  
Date