

# EVENT OPERATIONS ATTENDANT



## POSITION DETAILS

### DESCRIPTION

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The Norris Center Event Operations Attendants are vital members of the Event Operations team. They are responsible for the setup and teardown of equipment for all events in the Norris Center, serving a wide range of clients in the building.

### HUMAN RESOURCES DETAILS

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**Shifts:** 10-20 hours/week • Mornings, evenings, and weekends available

**Starting Wage:** \$15.40 / hour

**Reports To:** Event Ops Student Supervisors, Event Operations Coordinator, and Operations Manager

### ESSENTIAL FUNCTIONS

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Event Ops Attendant responsibilities include:

- Providing the physical labor needed to set up and tear down Norris Event Spaces
- Assist with inventory, maintenance, and storage of Event Ops equipment (tables, chairs, etc.)
- Adherence to administrative policies
- Attend regular staff development and advancement opportunities throughout the academic year, including mandatory training during the Fall quarter, multiple student staff events throughout the year and other trainings as required
- Ability to read a set-up worksheet and room diagram
- Other duties as assigned

Students will work to ensure effective and efficient daily production of all events in the Norris University Center while providing exceptional customer service.

The position offers a set schedule that is established each quarter with the opportunity to pick up additional hours. Student learning opportunities include customer service, responsibility, teamwork, and autonomy. Leadership positions, with supervisory responsibilities, are available to students who master Event Ops attendant expectations and demonstrate excellent attendance and timeliness.

### MINIMUM SKILLS AND QUALIFICATIONS

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Current Northwestern University student

Attention to detail, professionalism, dependability, customer service, and communication skills

Ability to work both autonomously and in team settings

Must be able to lift up to 35lbs

Must have clear hearing either naturally or via a listening device (i.e. hearing aid)

Previous experience (work, academic, or extracurricular) with events preferred but not required

Previous experience (work, academic, or extracurricular) with audio/visual equipment preferred but not required

Work-Study eligibility is strongly preferred but not required