

Event Technician

Job Description

The Event Technicians offer daily support to the Building Managers so that they can ensure that event spaces are set timely and correctly, and that all building operations are running smoothly. Event Technicians do not solely focus on the event side of daily operations, but they provide assistance on all fronts.

The job of the Event Technician is very physical. Most shifts will consist of setting and resetting several event spaces. This includes but is not limited to setting up and taking down several tables, chairs, stages, etc. *Starting pay is state minimum wage.*

Requirements:

- Must maintain a 2.5 GPA or higher.
- Have work availability set as open for a minimum of 15 hours per week.
- Be able to lift up to 50 lbs.
- Must be currently enrolled at Eastern Michigan University.

Responsibilities:

- Provide quality and proactive customer service.
- Manage time to ensure that all set ups are completed in a timely manner.
- Take responsibility for keeping the Student Center event spaces clean.
- Be punctual and present for all scheduled shifts.
- Handle all equipment with care, and report when anything may be broken.
- Complete projects and other tasks as assigned.

Qualifications:

- Maintain a cooperative spirit with supervisors, coworkers, and guests.
- Be able to conceptualize oral and written instructions required for event space set ups.
- Have the ability to follow directions.
- Maintain a positive and customer-oriented attitude.
- Demonstrate excellent interpersonal skills.
- Be a responsible and dependable employee.