

## Events Crew

The Events Crew position entails two different aspects: Setup and Event Staff. Students who are hired for the Events Crew position are required to work Setup shifts and Event Staff shifts. Please read on in order to learn about the requirements for each.

### Setup Responsibilities

A set-up crew member provides the setup and maintenance of furnishings for all events that take place in the Marshall Student Center, outdoor Amphitheatre, Crescent Hill, and MLK Plaza. The set-up crew members must work with clients, focusing on customer service and providing any last minute needs for the success of the client's function. The duties and responsibilities of a set-up crew member shall include, but not be limited to, the following:

- Complete required setups for daily events held in the Marshall Student Center and adjoining outdoor spaces.
- Employees must be able to lift at least 25 lbs.
- Report any problems with furnishings and/or A/V equipment to the Building Manager or Event Manager on duty.
- Assure final facility and furnishing cleanliness prior to, during, and after each event.
- Clean and organize linen closets, and storage rooms on a daily basis.
- Ensure furnishings are clean and in working order.
- Attend periodic training sessions and mandatory staff meetings as assigned.
- Assist other associates with daily furnishing.
- Night and weekend work required. Students working the closing shift must stay until all tasks have been completed.
- Closing shift stays until all tasks have been completed.
- Perform other duties as assigned.

### Event Staff Responsibilities

Event Staff are responsible for overseeing all the needs for all events that take place in the Marshall Student Center. Event Staff must work with clients, focusing on customer service and supporting any last minute needs for the success of the client's function. The duties and responsibilities of an Event Staff Associate include, but are not limited to the following:

- Manage execution of assigned events at the MSC while providing excellent customer service
- Participate in monthly staff meetings
- Participate in a yearly Event Staff Retreat and MSC Retreat.
- Check-in with the Event Manager upon arrival for your shift. Review the set-up sheet with him/her to brief yourself on the event you are working.
- Check the Event Staff board in the back office for any special instructions you may have for the event.
- Inspect the space of the event to ensure it is in good condition for the customer.
- Meet with the client prior to the start of the an event to ensure that the room is set-up according to their desired specifications and make sure they have everything they need as well as any special directions for the event.
- Ensure all doors are unlocked for the event, pending any special instructions from the client regarding a specific time for doors to open for the event.
- Monitor the event, aid in any needs, and address concerns. Ensure the event is successful in the eyes of the client as well as the Marshall Student Center.
- Assist with exit procedures in the case of an emergency.
- Complete logs at the completion of every shift and send it out to the correct list of people.

### Selection Process

Event Staff applicants will be individually interviewed by Event Managers, Building Managers, and an Associate Director for the Marshall Student Center. This panel will then discuss and determine which applicant(s) will be hired. **To apply, email your resume to [jedwards8@usf.edu](mailto:jedwards8@usf.edu).**