

Events Crew

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

Setup Staff Responsibilities

A Setup Staff member provides the event setup and maintenance of furnishings for all events that take place in the Marshall Student Center, outdoor Amphitheatre, Crescent Hill, and MLK Plaza. The duties and responsibilities of Setup Staff include, but are not limited to, the following:

- Complete required setups for daily events held in the Marshall Student Center and adjoining outdoor spaces.
- Break down events and store furnishings properly.
- Report any problems with furnishings and/or A/V equipment to the Building Manager or Event Manager on duty.
- Assure 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.
- Perform other duties on shift as assigned by the Building Manager/Supervisor.
- Employees must be able to lift at least 25 lbs.; stand for extended periods; and bend, stoop, and reach frequently.

Event Staff Responsibilities

Event Staff are responsible for overseeing all the needs for assigned 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 event. The duties and responsibilities of Event Staff include, but are not limited to, the following:

- Check-in with the Event Manager/Building Manager upon arrival in order to learn specific requirements and expectations of the assigned event.
- Inspect the event space 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 an event log at the end of the event that will inform other MSC personnel of any issues that occurred during the event and may require further follow-up.
- Other duties as assigned.
- Employees must be able to stand for extended periods.

MARSHALL STUDENT CENTER

University of South Florida | 4202 E Fowler Avenue, | Tampa, FL 33620-4301
813--974-3180 | usf.edu/msc