



JOB DESCRIPTION

Job Title: Event Operations Assistant
Date Prepared: December 2024
Department: Operations
Reports To: Director of Operations & Events

Position Overview:

The Event Operations Associate is responsible for providing facility operations support during all ticketed and non-ticketed events at VETS. This is a part-time position, and hours will vary throughout the year depending on the calendar of events. Hours could range from 10 – 30 hours per week. AVAILABILITY TO WORK WEEKENDS, EVENINGS, & SOME HOLIDAYS IS A MUST!

Essential Duties and Responsibilities:

- Pre-event preparation to include table and chair configuration, removing accessible seating, verifying cleanliness of restrooms, unlocking doors, turning on lights, and conducting a final building walkthrough to ensure that VETS is ready to open its doors to the public.
- Assisting House Management and Security with operational requests (i.e., obtaining additional programs, moving stanchions as needed to assist with lobby flow)
- Create nightly reports to communicate with Operations Director
- Provide minor repairs during a show upon request (i.e., light bulb changes, tightening door handles, etc.)
- Motivated to maintain a clean facility during events while working before, during and after events (taking out trash within theater, restocking and tidying bathrooms)
- Putting forward valiant efforts with security, concessions, and the house staff as necessary to create a team environment.
- Being knowledgeable about VETS and answering patron inquiries as appropriate.
- Ensure compliance with safety and fire codes at all events.

Skills and Abilities Required:

- Ability to work flexible hours including nights, weekends, holidays, and stretches of consecutive days, as dictated by the event schedule.
- The ability to work independently with little to no immediate supervision.
- Possess excellent communication and reporting skills.
- Able to form relationships with all levels within an organization.
- Effective decision-making and problem-solving skills.
- Customer-friendly attitude.
- Neat and professional demeanor and appearance.
- The ability to easily lift 50 pounds and engage in repetitive movements.
- The ability to walk extensively and climb stairs
- On feet for extended periods

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.