Job Title: Hub Event Staff
Department: UCen Administration
Reports to: Hub Manager
Rate of Pay:

Schedule:
This position clears and resets the Hub for all events and is present during all Hub events and other building wide sponsored events. Shift hours for clearing the Hub are in the afternoon, resetting the Hub is early morning or late at night, and actual event shifts vary but could be from 6:00pm-2:00am. Students may work up to 20 hours per week during the school year and up to 40 hours per week during breaks.

Qualifications:
The Hub Event Staff are expected to be dependable, responsible, cooperative, self-motivated and willing to strive for excellence. They should be able to lift at least 50 lbs. Student employee is responsible for maintaining and approving their electronic timecard each pay period.

Essential Duties:
Hub Event Staff work under the supervision of the Hub Manager and Hub Assistant Manager as representatives of UCen Administration in order to:

- Ensure that UCen policies and procedures are adhered to
- Maintain security, safety, and appearance of the Hub
- Serve as UCen Emergency Coordinators
- Work building sponsored events
- Move furniture as needed
- Lock building after performers and groups leave
- Know how to set up, run and put away lightboards as well as lighting presets
- Note condition of Hub and Dressing rooms after an event, take pictures if exceptionally dirty
- Trouble shoot at events (breakers)
- Event clean up (spills, vomit)
- Complete any set up tasks not done (tables, vacuum, trash, table set up)
- Post hub banners and posters (and take down after events)
- Tabling for large events
- Prize give aways during events
- Supervise events if Hub Manager/Hub Assistant Manager are not available
- Write an event report at conclusion of shift
- Other duties as assigned

Position starts ASAP
Must be available for an interview beginning ______________
Original forms of ID’s are required
Spring _________ or earlier grads will not be considered