



HUB EVENT CREW

Job Title: Hub Event Staff
Dept: UCen Administration
Reports to: Jill Singletary
Rate of Pay: \$16.25

Schedule:

This position is present during all Hub and other building wide sponsored events. Shift hours 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. You should be able to lift a max of 50 lbs. Student employee is responsible for maintaining and approving their electronic timecard each pay period. You must be available nights and weekends.

Essential Duties:

Hub Event Staff work under the supervision of the Senior Events Coordinator 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 lightboard 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 Senior Events Coordinator/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

Signature: _____ Date: _____

WEEKLY SCHEDULE

Name: _____

Quarter: _____

Date: _____

Desired Hours per Week: _____

- 1) Please cross out any times when you are in class.
- 2) Please circle the times you are able to work.
- 3) Please place a "P" in the times that you prefer to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 am							
1:00 pm							
2:00 pm							
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