JOB DESCRIPTION – STUDENT SETUP CREW & SETUP CREW SUPERVISOR POSITIONS
UNIVERSITY GATEWAY CORPORATION
MCNAMARA ALUMNI CENTER

PAY RATE: $15-$16 PER HOUR DEPENDING ON POSITION
POSTING DATE: July 1, 2022

BACKGROUND
The McNamara Alumni Center, located on the University of Minnesota - Minneapolis campus, is an award-winning event center and busy office building. We’re seeking students to join our setup crew team of 10 and assist the professional staff by completing furniture setups & teardowns for events. A setup crew supervisor leads the setup crew for each shift and the crew works as a unit/team, independent from professional staff. Shifts occasionally overlap with the full-time professional team.

HOURS
Flexible scheduling and availability required. Typical amount of shifts per week is 1-3, generally 5-10 hours total. Shifts primarily fall on late evenings and weekends, but vary based on the event schedule. Mid-day shifts may be required when a room flip is scheduled during an event. This position is ideal for a student candidate looking for flexible hours built around their academic schedule and University involvement. Year-round employment is strongly desired, which includes campus breaks and summer months.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Setup crew team member responsibilities:
- Perform the setup of events such as dinners, conferences, weddings, lectures in 10 different event spaces, over 700 events annually.
- Accurately interpret floorplans created by professional event staff for correct room setups.
- Inspect furniture to ensure it functions properly; identify broken parts and assure cleanliness. Follow procedures for remediation.
- Safely transport, move and lift furniture (tables, chairs, staging, etc.) approximately 30lbs.

Setup crew supervisor responsibilities:
*In addition to the responsibilities outlined above
- Supervise 2-4 setup crew members each shift, be a resource for questions and assist with training.

The McNamara Alumni Center is owned and operated by University Gateway Corporation.
- Lead the setup of events, give direction to and motivate all crew members to ensure accuracy of setups.
- Organize and delegate each shift's tasks for set-up and tear down.
- Double check all work at the end each shift to ensure all setups match the floorplans exactly. Confirm furniture functions properly, aisle and chair/table orientation are correct (with appropriate sightlights) and attention to ADA accessibility requirements.
- Address performance issues with crew members. Effectively train and coach teammates to achieve high standards of success.
- Reports directly to the Senior Event Coordinator. Communicate any issues or occurrences with crew members, furniture quality, operations questions, etc.
- Complete timecards for all shifts.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to move and lift furniture (up to approximately 30 pounds).
- Resourceful and make good judgements, especially when troubleshooting.
- Ability to manage multiple tasks.
- Confident and clear communication skills.
- Comfortable problem solving.
- Present a neat and professional appearance.
- Some event customer service related experience is preferred but not required.
- Must be able to work 2-3 shifts per week consisting of either weeknights and/or weekends.

TO APPLY
Please email your resume to Courtney Niesen, Senior Event Services Coordinator niese033@umn.edu.