

## **VIKING UNION EVENT SUPPORT CREW (*Events Services*)**

### **Viking Union Mission:**

*The Viking Union welcomes and engages students, faculty, staff, and guests in building a diverse community. We continually strive to enhance the Western Experience through supporting student leadership, campus involvement and creative expression, and by providing services and events in our venues.*

*The Viking Union... Bringing Together the Campus Community at Western Washington University*

Event Support Crew members need to be able to lift and move heavy objects in a safe manner, while protecting equipment and furnishings. Crew members are required to interpret floor diagrams, ensuring that specific details are carried out completely. A positive attitude is required, due to the nature of the job. Additionally, crew members are required to handle change funds, ensure tickets sales balance, and be assertive with crowd control techniques.

### **RESPONSIBILITIES:**

1. Attend a weekly Event Support Staff Meeting to schedule work hours.
2. Arrive at scheduled events on time and/or find a substitute if unable to work.
3. Be familiar with standard floor arrangements within the Viking Union, layout of all storage areas, and proper use and storage of audio/visual equipment.
4. Maintain a courteous and helpful attitude with sponsors, crew members and the general public.
5. Assist with the movement and arrangement of furniture and staging as specified on the crew instruction diagram and checklist. Ensure that sets are reviewed by Event Services Manager or Building Managers, when each job has been completed.
6. Setup and test public address systems and other audio/visual equipment.
7. Sell tickets and handle change funds, provide crowd control and maintain a safe environment for the public and the facility.
8. Maintain no smoking and drinking control during an event.
9. Perform other duties as assigned.

**REPORTS TO:** Event Services Manager

**WORK TIME:** Average of 5-15 hours a week, varies according to scheduled events.

**SALARY LEVEL:** \$8.85 per hour

**APPLICATION PROCEDURE:** See "Hiring Procedures"