

# **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Event Staff

**DEPARTMENT:** Athletics

**DATE:** July 11, 2017

**SCHEDULE:** Temp., Part-time (Various days and times including holiday breaks)

**REPORTING SUPERVISOR:** Coordinator – Athletics Administration

**FLSA:** Non-Exempt

## **JOB FUNCTION:**

Supports the Drury University Athletics Department and the O'Reilly Family Event Center by providing customer service, support, and logistics for center events. Support would include, but not be limited to the following activities: ushering, parking cars, cleaning stadium venue after event, ticket taking, stagehands, and setup & take down of tables, chairs, and various cleaning duties. Job may also include running cash register and selling concessions, merchandise, and/or tickets.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	45%	As assigned	Performs customer service to ticket buyers and patrons of publicized events. Will perform a variety of roles including but not limited to; ushering, parking cars, box office sales, ticket taking, and assisting customers in and out of the building.
2.	45%	As needed	Performs a variety of set up and tear down functions including moving tables and chairs, cleaning floors and surfaces, removing trash, sweeping and other duties as assigned. Includes moving furniture, chairs, and lifting equipment.
6.	10%	As needed	Performs various organizational, business, and office functions during an event.

## **MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to follow instructions and perform job under a variety of lead supervisors.
2. Ability to greet the public and perform customer relations with patrons.
3. Must represent Drury University in a positive manner and be able to respond to customer requests or questions.
4. Must be prepared to work outside during inclement weather if assigned to certain positions.
4. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.

## **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is required to stand; walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 30 pounds.