

Position Summary

Reporting to the Assistant Manager of Event Operations and Operations Managers, the Operations Crew is responsible for the physical execution of events and the general maintenance of ECS spaces (PRCC, RBGH, and EN). This role focuses on the rapid setup and breakdown of meeting spaces. While focused on logistics, Operations Crew members may occasionally be assigned to support R-Zone Game Room operations as needed.

Rate of Pay

\$15.92/hr

Key Responsibilities

- **Event Logistics:** Execute room setups and breakdowns, including furniture, staging, and equipment, according to event floor plans.
- **AV Operations:** Set up and provide basic operational support for audiovisual equipment during live events.
- **Facility Maintenance:** Perform routine checks and special projects to ensure the PRCC is in peak operational condition.
- **Safety & Compliance:** Maintain detailed opening/closing logs and act as a first responder to emergencies according to training.

Required Qualifications

- Currently matriculated RU–N student in good standing (minimum 2.0 GPA).
- **Physical Requirement:** Must be able to lift and move event equipment (chairs, tables, stage pieces).
- **Availability:** Flexible schedule required, including nights, weekends, and holidays.

Preferred Qualifications

- Demonstrated leadership or supervisory experience in a customer-facing environment.
- Strong organizational and communication skills with the ability to exercise sound judgment in high-pressure or emergency situations.
- Technical proficiency with audiovisual or event production equipment.

Additional Information

- **Performance:** Job performance evaluations are conducted each semester.
- **Systems:** Staff will be trained in **UKG Ready**, **7Point Operations**, and **Crestron** AV systems.

- **Expectations:** Attendance at all departmental trainings, meetings, and programs is mandatory.