

Position Title

Event Assistant (Casual Position)

Job Summary

Complete setups/teardowns for events, provide onsite support to clients and assist Event Teams for assigned events

Job Requirements

- Set up/teardown equipment and furnishings for events (tables, chairs, podiums, audiovisual equipment)
- Support Event Services staff as required (help with signage, pick-ups, table-draping, etc.)
- Deliver and pick up equipment/supplies from venues across campus
- Responsible for daily care & control of event inventory
- Ability to lift technical equipment and furnishings safely. (Ability to lift up to 50lbs)
- Cleaning as required (sweeping, mopping, wiping, etc.) before, during and after event
- Assist the Event Coordination team as required; ensuring that event logistics are completed. This may include client management, food and beverage services, and technical assistance-set up, and room layouts.
- Communicate with event partners at events as required.
- Complete administrative tasks outlined by the Event Coordinator team which may include data entry, filing, office documentation and other administrative tasks as required and assigned.

Qualifications

- Client-focused, with an enthusiastic and team-oriented attitude
- Strong customer service, problem-solving, communication skills (written & verbal) and organizational skills
- Ability to work independently with little to no supervision as well as a team member
- The ability to work well under pressure and handle stressful situations in a delicate manner
- Knowledge of Queen's University building locations, facilities, etc.
- Previous experience in the hospitality industry or customer service
- Technical skills (particularly audio visual and classroom presentation technology) would be a definite asset
- A valid Ontario "G" class driver's license with a clean driving record, an asset.
- CPIC & Vulnerable Sector clearance check
- Smart-Serve certified, or willingness to complete

Hours of Work

Work shifts will vary, and will include evenings, weekends and holidays. Successful candidates must be able to work flexible hours, with some shifts beginning early in the morning and others ending late in the evenings. There is a four-week probationary period for the benefit of both employer and employee.

Reporting

Reports directly to the Manager with secondary reporting to the Event Coordinators as directed.

Compensation

\$15.60 per hour (includes 4% vacation pay)