

Alerus Center
Grand Forks, North Dakota
JOB DESCRIPTION

Job Title: Conversion/Stagehand and Non-Event
Department: Operations
Reports to: Conversion Crew Leader
FLCA Status: Hourly, Part time
Prepared By: Jeremy Linstad
Prepared Date: 09-26-13
Approved By: Cheryl Swanson/Jeremy Linstad
Approved Date: 09-26-13

SUMMARY

Performs a multitude of physical tasks to change over the facility from event to event, also including load-in and load-out and operating events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

1. Sets up, aligns and strikes portable chairs and tables.
2. Sets up, aligns and strikes seating risers.
3. Sets up, aligns and strikes basketball floor and Astro Turf.
4. Sets up, aligns and strikes staging and risers.
5. Performs other show related tasks as assigned.
6. Assists in housekeeping duties as assigned.
7. Unloads and loads production equipment from trucks.
8. Moves equipment to stage, assisting set up.
9. Stacks sound equipment and speakers.
10. Sets lighting, etc., under supervision of road crew.

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.

LANGUAGE SKILLS

Ability to speak and understand English.

PHYSICAL DEMANDS

Physical strength to set up and strike arena and perform other assigned tasks. Also must be able to climb up and down stairs. Employee must regularly lift and/or move up to 50 lbs. and occasionally lift up to 100 lbs.

WORK DEMANDS

Able to work flexible schedules, including evenings, weekends, and holidays.