



Job Title: Conversion Crew Member	Venue: Alerus Center
Company: Spectra	Department: Operations
Reports To: Operations Supervisor	EEO:
FLSA: Hourly, Non-Exempt	Supervises People (Y or N): N

Summary:

Conversion Crew Members will perform a multitude of tasks to setup, run, and breakdown of all needed seating, table, staging, equipment for events hosted at the Alerus Center.

Qualifications:

- Perform general labor as assigned.
- Must be 18 years old.
- High school diploma or equivalent
- Ability to work days, overnights, weekends and holidays as needed
- Self-motivated with excellent organizational skills and ability to function in a fast paced, high-pressure environment
- General conversion knowledge and experience of using cleaning products and equipment
- Ability to read, speaks, and understands English.
- Ability to handle multiple tasks at one time and meet deadlines
- Ability to climb stairs and lift 40 lbs unaided

Job Functions:

- Perform general labor as assigned
- Primary duties include building conversion for various events
- Setup and breakdown of chairs, tables, other event seating, stages, basketball courts, football field, etc.
- Assists in conversion duties as assigned.
- Actively care for all arena & Convention Center equipment and property by storing equipment properly, cleaning and repairing broken or damaged items, and alerting management of any mistreatment of property
- Maintain organized storage areas assigned
- May be asked to operate industrial vehicles such as carts, forklifts, and floor scrubbers
- Ability to work nights, weekends and holidays Preferred if needed.
- Perform other duties as assigned.

Physical demands:

- Employee may occasionally lift and/or move up to 50 pounds. As business or emergency situations require, employee may sporadically assist in lift/move 100 lbs.

Work environment:

- The duties of this position are performed indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environments is usually moderate to loud during events and minimal during non-even times.