

CREW LEADER (ALLIANT ENERGY CENTER)

DEFINITION

Under direction of the Event Operations Manager, to direct, coordinate, and facilitate the flow of productivity in set-up, tear-down, conversion, maintenance tasks, and housekeeping activities at the Dane County Alliant Energy Center; responsible for inventory control, maintenance, installation, and dismantling; and to do related work as required.

EXAMPLES OF DUTIES

Monitors and directs work in progress, and effectively recommends allocation and prioritization of resources to meet contractual and operational deadlines; acts as principle liaison between event coordinators and labor crews; redirects work in progress to meet changes in circumstances impacting event set-up, presentation, tear down, or conditions effecting work flow; trains crew members in proper and safe methods of event operations activities and housekeeping methods, including stages, portable seating, sports courts, convention decorations, and specialty equipment used in the public assembly, convention, and meeting industry; maintains records of, and assures an adequate supply of, basic inventories and equipment used by operations and housekeeping departments; effectively recommends inventory replacement and expansion, oversees freight receiving and loading dock activities, makes reports as required, recommends required staffing levels to accomplish tasks.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalency; any combination of four years experience in building and grounds maintenance, facility operations, mechanical and equipment operation; three or more years of such experience must have been in an increasingly responsible position at a public assembly facility; a minimum of one year lead work performing set-up of public events at a multipurpose public assembly facility; documented history of progressive responsibility and performance of duties.

Knowledge, Skills, and Abilities: Knowledge of the methods, materials, tools, and equipment used in the presentation and set-up of public events at a convention center, multipurpose arena, and/or public exhibit facility; ability to read, understand, and direct others to execute oral, written, and drawn instructions and schematics; ability to effectively and productively direct the work of others; ability to train employees in proper and safe methods used in the execution of public events; ability to communicate tactfully and effectively with supervisors, other employees, and clients of the Exposition Center; ability to successfully address and complete multiple task assignments in a fluid, deadline driven environment.

Special Requirements: Must have (or be eligible for) a valid Wisconsin driver's license and Commercial Driver's License, and must be willing and available to work evening, weekend and holiday schedules.