

# Event Set Up Staff

Camp Allen - Navasota, Texas 77868

Supervisor: Event Services Staff (Setup Crew)

Directs: Non-Supervisory

Compensation: Hourly Compensation

Job Description:

- Execute setup and teardown of meeting and event rooms as specified by the banquet event order.
- This involves moving, lifting, carrying, rolling, and stacking tables, chairs, podiums, staging, linens, and carpets.
- Prepare room environment, including adjusting lighting and temperature.
- Ensure proper arrangement of tables and other items as directed by Event Services Coordinators and banquet event order.
- Maintain venue cleanliness to ensure best guest experience. Maintain cleanliness in meeting and guest usage areas such as lobbies, storerooms, patios, hallways, and other designated areas.
- Handle equipment with care, including proper movement, storage, and setup of tables, chairs, risers, dance floors, etc.
- Arrange and set up audiovisual accessories as required by banquet event order.

Minimum Qualifications:

- Ability to work effectively in a team environment.
- Capability to lift at least 60lbs.
- Capacity to follow written or oral instructions and work effectively in a team environment.
- Proficiency in using department-provided equipment.
- Possession of a valid Driver's License or reliable transportation means.
- Education: High School Diploma or GED
- Required Experience: Previous experience not mandatory.

*This job description does not encompass all duties this role may be tasked with. Availability for some weekends and holidays is required.*

*To apply, submit an application and resume at [campallen.org/employment](http://campallen.org/employment).*

