

SPECIAL EVENT STAFF

DINWOODIE LOUNGE

JOB SUMMARY

Special Events Staff have a variety of responsibilities: including setting up and tearing down events and maintaining the safety and cleanliness of a venue or site. They will be required to work as security, door personnel, catering staff, coat check attendants, or other roles as fit the requirements of the event. Special Event Staff report to the Manager - Programming & Venues or designate. ProServe training is required and can be provided by the UASU, free of charge.

DUTIES AND RESPONSIBILITIES

- 1) Setup and teardown of events in Dinwoodie Lounge or offsite location as directed by the Manager on duty.
- 2) Maintaining cleanliness of venues.
- 3) Ability to identify hazardous or dangerous situations and appropriately de-escalate the situation.
- 4) When required, checking identification to ensure patrons are of legal drinking age.
- 5) Controlling crowds, ensuring maximum occupant load is not exceeded.
- 6) Patrolling the area, observing patron behavior, and preventing altercations, theft and/or vandalism.
- 7) Performing other job-related duties as required by the Manager – Programming & Venues or designate.

QUALIFICATIONS

- 1) Minimum Alberta Grade XII, or equivalent.
- 2) Ability to deal appropriately and effectively with a large variety of patrons and/or potentially negative situations. Must be able to work calmly under extremely stressful conditions.
- 3) Excellent work habits, appearance and personal hygiene.
- 4) Must be physically capable.
- 5) Ability to deal effectively with staff, students and the general public.