



Event Operations Technician Job Description

The Event Operations Technician is responsible for providing facility operations support during all ticketed and non-ticketed events at DPAC. This is a part-time position and hours will vary throughout the year depending on the calendar of events. Hours could range from 10 – 30 hours per week. Typical shifts are from 7:00 am to 3:00 pm, 3:00 pm to 11:00 pm, or 9:00 pm to 4:00 am. **AVAILABILITY TO WORK WEEKENDS, EVENINGS, & SOME HOLIDAYS IS A MUST!**

Responsibilities

- Pre-event preparation to include table and chair configuration, removing accessible seating, verifying cleanliness of restrooms, unlocking doors, turning on lights, and conducting a final building walkthrough to ensure that DPAC is ready to open its doors to the public
- Monitoring HVAC and fire alarm systems during events
- Assisting House Management with operational requests (i.e. obtaining additional programs, moving stanchions as needed to assist with lobby flow)
- Create nightly reports to communicate with Event Operations Manager
- Provide immediate minor repairs during a show upon request (i.e. light bulb changes, tightening door handles, etc) or place Out of Order signs as appropriate and include repair issues in nightly report
- Provide supervision to cleaning personnel during a show
- General carpet cleaning and floor buffing, light cleaning behind cleaning personnel for missed items
- Contact emergency contractors as needed for emergency repairs
- Lobby breakdown after event – locking building, turning out lights, bringing in rugs and stanchions, storing cones/barricades
- Being knowledgeable about DPAC and answering guest inquiries as appropriate
- Ensure compliance with safety and fire codes at all events



Qualifications

- Supervisory experience preferred
- Prior experience in an entertainment venue or event management a plus
- Proficient in MS Office applications, email, and have the ability to learn other software applications as needed for the purpose of performing – Metasys, Facility Dude, security and fire alarm systems
- Some knowledge of facility management and working of HVAC, plumbing, electrical, and other systems

Personal Qualifications:

- Ability to work flexible, extended, and often irregular hours, including nights, weekends, holidays, and long stretches of consecutive days, as dictated by the event schedule
- The ability to work independently with little to no immediate supervision
- Possess excellent communication and reporting skills
- Able to form relationships with all levels within an organization
- Effective decision-making and problem-solving skills
- Customer-friendly attitude
- Neat and professional demeanor and appearance
- The ability to easily lift 50 - 75 pounds and engage in repetitive movements
- The ability to walk extensively and climb stairs

Compensation: \$17.00 an hour

DPAC reserves the right to change or modify the employee's job description at any time during employment. Employees may be asked to perform duties outside of their regular duties.

[Apply Here](#)

THE CENTER FOR LIVE ENTERTAINMENT

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