JOB ANNOUNCEMENT

EVENTS SERVICES TECHNICIAN
PERMANENT FULL-TIME POSITION

37.5 Hours per week
$18.58 - $20.49 Hourly (DOQ)

NOTE: PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY

Are you looking for a job where you can interact with the public?

Do have experience in setting up rooms for events, stage lights, computers, rigging and sound systems?

Do you possess the qualities of integrity, motivation, work ethic, enthusiasm, responsibility, team work and leadership?

If you answered “yes” to these questions, then come join the team at Parks & Recreation – Centennial Hall!

This is a benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (Public Employees’ Retirement System).

RESPONSIBILITIES
Under the direct supervision of the Events Supervisor, position incumbents are responsible for room set-up, set up audio/visual equipment, rigging of overhead lights and decorations, and have oversight responsibility of room-set ups performed by Events Assistants. Incumbents are also responsible for minor facility maintenance, in-house catering services, building security, and custodial duties.

Typical responsibilities include the following (in addition to some of the tasks assigned to lower levels):

- Sets furnishings and equipment from a Room Order Form.
- Drops electrical or internet connections, hangs theatrical lights, decorations, and rigging from a 25' catwalk.
- Operates a personnel lift.
- Sets stage pieces, pianos, and pipe and drape.
- Assists in the set-up and positioning of user owned equipment such as vehicles, boats, and other fixed or motorized equipment.
- Sets up and tests a variety of telecommunication and electronic audio/visual equipment.
- Greets public or caterers and ensures minor room and equipment set-ups are completed.
- Monitors use of facility for security and safety and notifies appropriate authorities of problems.
- Restroom cleaning and other custodial duties.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education: None

Experience: 6 months of experience performing room set-up for events. This is equivalent to work at the level of Events Assistant with the City of Juneau or the equivalent with another employer.

Other: Not less than 18 years of age at time of appointment

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NOTE: This is a union represented position.

NOTE: This is a benefited position. For more details about benefits, please visit the following website: http://www.juneau.org/personnel/benefits.php

CLOSING DATE
A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department before the close of business (4:30 p.m. Alaska Standard Time) on April 8th, 2015.

WHERE TO APPLY
Mail completed application to:
City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward
Juneau, Alaska 99801
www.juneau.org/human_resources

OR
Visit
http://www.juneau.org/personnel/jobs.php
for instructions on how to submit an application via email

OR
Fax completed application to:
(907) 586-5392

Drop off completed application to:
City and Borough of Juneau
Human Resources Risk Mgmt. Department
101 Municipal Way, Suite 101
Juneau, Alaska 99801

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER