

FOUNDATION FOR THE CAROLINAS

Title: Event Supervisor Division/Department: Operations

Reporting To: Vice President, Special Events

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

Manage and perform event setup, breakdown and janitorial duties in support of the 220 North Tryon event rental line of business. Work alongside and oversee event setup team including FFTC and part-time, contractual team members. Respond to event and business needs in a timely and effective manner. Must be available to work weekends and late evenings with varying schedules as needed. Must be flexible in performing assigned duties, including, but not limited to the duties outlined below.

DUTIES & RESPONSIBILITIES

- Coordinate and execute event logistics
- Coordinate Facilities Porters' schedule as it relates to event staffing needs with Conference Center Manager
- Execute scheduling and compensation for part-time, contractual events setup team
- Supervise Facilities Porters and part-time, contractual setup team's event duties
- Responsible for managing and performing setup and break down of events including, but not limited to, removing and replacing event equipment (tables, chairs, podium, etc.), sweeping and mopping floors, refreshing restrooms and removal of client trash
- Oversee janitorial services before, during and after events; maintaining event spaces and conference rooms, monitoring for cleanliness and responding to client and event team needs
- Required to be present the entire time of setup and tear down unless scheduled otherwise by supervisor.
- Respond to requests as instructed by Events Team
- Schedule and perform training for part-time, contractual events janitorial team
- Perform efficiently in a client-focused, team-oriented environment
- Manage monthly deep cleaning of fourth floor kitchen area
- Maintain event equipment
- Follow all safety and personnel rules and regulations
- Communicate and/or perform maintenance needs in event spaces
- Work directly with Facility Manager on facility maintenance projects
- Assist and direct vendors as needed

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

JOB QUALIFICATIONS

- High school diploma or GED
- Must be able to communicate effectively via radio, email, phone or Microsoft Teams
- 1-2 years previous experience
- Basic computer skills and knowledge of Microsoft Office and event booking software
- Working knowledge of AV equipment
- Good organizational skills
- Must have a sense of urgency
- Ability to multi-task
- Ability to work independently
- Ability to communicate with employees, management, vendors and clients on many levels
- Team player
- Ability to perform strenuous, manual labor work over long periods of time, including, but not limited to, general lifting up to an estimated 40 - 50 pounds and loading, unloading, carrying and other heavy labor tasks at and around Foundation properties
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

Note: Proof of fully authorized vaccinated Covid-19 status and booster are required (or FFTC authorized religious or disability accommodation).

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

Affiliate Management Budgeting & Cost Awareness Building Organizational Commitment

Building Team Environment Client Records Concern for Employee Satisfaction

Customer Skills Dependability Ensures Proper Training in New Technologies

Entrepreneurial Orientation Equipment Skills Fund Management

Implementing New Technologies Initiative Innovative Thinking

Job Skills Managing Meetings Managing Multiple Priorities

Meeting Targets Presentation Skills Product Knowledge

Productivity Project Management Quality of Work

Relationship Building/Networking

Results Oriented

Technical Skills

x Time Management

Training & Development

Writing Skills