**Position title:** Event Support Staff

**Position description:** The Wyoming Union has over 14,000 square feet of meeting space. Students, departments, and private groups use our spaces to hold a variety of events ranging from small meeting to large banquets for over 400 people. Additionally, we commonly host career fairs, large conferences, distinguished speakers, concerts, movies and wedding receptions, to name a just a few.

As a member of the Events office your duties will include the setup of a meeting space to meet the customer’s needs. This includes the precise arrangement of furniture (tables, chairs) and the configuration of audio/visual equipment. You will also be expected to perform light cleaning duties between events for event spaces and facility equipment. The ability to work within strict timelines is required. Attention to detail is paramount.

**Position requirements:** This is a highly physical position that requires frequent lifting and moving of objects up to 50 pounds. Knowledge of microphones, projectors, computers, conference phones and sound systems preferred, but willingness to learn acceptable. The ability to interact with customers and staff in a positive, courteous manner is necessary. The ability to graciously accommodate last minute requests and changes is imperative. A strong attention to detail is required. You must be able to work with limited supervision. Availability to work evenings, late nights, early mornings, and weekends (usually alternating weekends) required. You will be required to attend regular staff training meetings.

Hours per week: 10-25 during academic year. It is up to you to decide how many hours per week you would like to work.

Pay rate: $8.00 hour