Set-Up Coordinator

**JOB PURPOSE:**

Provides oversight and participates in the preparation of meeting rooms, banquet rooms, outdoor venues, performance halls and other areas. Responsible for set-up, tear-down, removal of equipment, cleaning and maintenance of equipment. Coordinates activities of workers involved in providing set-up support.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Reads and interprets set-up sheets.

Works with event management concerning logistical requirements. Oversees and participates in the set-up of meeting rooms, banquet rooms, performance halls, classrooms, outdoor venues and other facilities.

Participates in the clean-up of all venues after events and meetings. May perform custodial duties on a regularly assigned area or on an as needed basis.

Installs track walls.

Assembles, operates and ensures public address equipment is in good working order such as: laptops, TVs, projector screens, computers, monitors, microphones, speakers, amplifiers, recorders, etc.

Inspects equipment for defects or damage and notifies maintenance personnel or outside service contractors for repairs.

May maintain database to track usage and location of equipment.

Consults with supervisor and other personnel to resolve problems, such as facility needs and maintenance, equipment performance, output quality, and work schedules.

Fills in for supervisor in his/her absence scheduling and training hourly employees on work activities.

Interacts with clients to determine customer needs and resolve problems or concerns.

Trains employees in work and safety procedures and departmental policies.

Drives vehicle as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Ability to interpret and follow oral and written instructions.

Knowledge of materials, methods, and the tools used to perform job duties.

Ability to operate the machinery and equipment used in area of expertise including Public Address systems, VCRs, TVs, spotlights, projectors, screens, overheads, cordless microphones, electrical lighting equipment, and other basic hand tools.

Ability to interpret blue prints or other sketches and drawings.

Ability to work in a safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED.

**Experience:** One year set-up/facility support experience.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 75 lbs multiple times per shift lbs, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors, possible exposure to extreme hot or cold temperatures for one hour plus when working outdoors. Possible exposure to distraction/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.