Position Profile for
Student Event Staff – Currently Accepting Applications

Event & Conference Services
Student Event Staff

Supervisor: Brandon Holley
Starting Salary: $9.25 / hour
Hours per week: Sporadic depending on event schedule, 5 - 20 hours per week
Availability: Days, Evenings, Weekends

Job Summary:
The Event Staff provides customer service & crowd management for athletic & special events held at SECU Arena, Unitas Stadium, University Union and other campus locations. The staff is also responsible for the setup & breakdown of various events.

- Events include but are not limited to athletic competitions, student special events, banquets, commencements, concerts, trade shows, and conferences.
- Event duties include but are not limited to providing customer services, taking tickets, ushering patrons to their seats, providing crowd control and light security.
- Provide facility supervision at scheduled events – including measuring sound levels of amplified noise to avoid academic & community disturbances.
- Setup/breakdown may include but is not limited to transporting and setting up/breaking down chairs, tables, turnstiles, tarps, stage sections, pipe & drape, sign holders, and other various pieces of the event.

Minimum Qualifications:
- MUST BE ABLE TO WORK AS A TEAM MEMBER
- Must have positive attitude and work initiative.
- Must be able to lift 60 lbs.
- Must be able to properly lift tables, chairs, etc. and use transport equipment.
- Must be able to answer questions and give directions in a clear, concise manner.
- Must be able to stand for a period of five to eight hours.

Special conditions of employment:
- If classes are cancelled due to inclement weather, but an event is not cancelled for the same date, staff is expected to work.
- Work hours are sporadic according to events; however most events are scheduled on a voluntary, first come first-serve basis. Hours may be through the night and are subject to change.
- Uniform requirements: black pants, dark socks, and black shoes. Shirt and nametag are provided.
- All Event Staff are required to become Crowd Manager Certified (training provided)
- All Event Staff are required to work a minimum of 3 of Towson University’s home football games.

Experience
- Customer service and event experience preferred.
- Sport management, human resources, and public relations major a plus

How to apply:
- Complete the online Student Employment Application. You may attach your resume.
  http://fusion.towson.edu/www/AdminandFinance/auxServices /EventConf/index.cfm

Towson University is in compliance with Federal and State regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, marital status, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. The University does not discriminate on the basis of sexual orientation. For further information, contact the TU Office of Fair Practices or the 504 Officer, 410-704-2000.