

Set-Up Crew Member

Location: Dallas, TX

Job Summary

The Set-Up Crew Member is responsible for the physical setup and breakdown of events, including weddings and other special events, at various locations across the property. This includes setting up chairs, tables, and other event equipment, cleaning venues after events, and making sure spaces are ready for the next use. This position also assists with maintenance needs as directed, helps maintain equipment, and keeps storage areas organized. This role reports to the Venue Director.

This position requires a flexible schedule based on event needs, with setup and breakdown shifts that may take place early in the morning, late at night, on weekends, or during extended hours.

Essential Job Functions

- Complete physical event setup in a timely manner based on the calendar and event setup sheets
- Set up chairs, tables, and other event equipment for weddings and special events at various locations
- Assist with major venue changes
- Break down event setups and inspect for equipment or property damage
- Report all damage or problems to the Venue Director
- Follow all safety and security procedures
- Assist with transporting equipment to and from storage areas
- Check power at event venues to ensure everything is working properly after setup
- Assist with janitorial duties when needed
- Perform additional duties as assigned
- Be able to perform all functions of the job with or without reasonable accommodation

Required Education, Experience, Skills, and Competencies

- Experience using safety equipment to protect hands, eyes, feet, head, and back

- Flexibility to work extended hours, nights, weekends, early mornings, and late evenings as needed
- Good verbal and written communication skills
- Knowledge of workplace safety rules
- Knowledge of techniques for cleaning and maintaining equipment
- Valid driver's license required
- Ability to help create and maintain a safe work environment
- Strong time management and organizational skills
- Attention to detail
- Ability to work well as part of a team
- Ability to pass all pre-employment requirements, including a criminal background check, physical evaluation, and drug screening

Physical Requirements

The physical demands described here are representative of those an employee must meet to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee must also frequently be able to:

- Lift up to 50 pounds
- Bend, walk the property, and climb ladders as needed
- Follow instructions
- Use basic math skills

Other Duties

The statements above are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or skills required of those in this position.