



Job Description

Job title: Set-Up Technician

Reports To: Lead Set- Up Tech

Department: Renasant Convention Center & Cannon Center

Supervises: No

FLSA Status Full-Time Hourly; Non-Exempt

POSITION SUMMARY: The Set-Up Technician is responsible for the set-up, breakdown and changes for events.

ESSENTIAL FUNCTIONS: *This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.*

DUTIES AND RESPONSIBILITIES:

1. Physical conversion/setup of facility in accordance with lease requirements.
2. Follow safety standards for employees.
3. Ensure proper facility preparations for event requirements as requested.
4. Maintain general order for facility equipment for front and back of house.
5. Observe and report facility repairs and maintenance as necessary.
6. Maintain safe, secure, and sanitary working conditions and leave work area in a clean and orderly fashion.
7. Responds appropriately to emergencies or urgent issues
8. Regularly inspects property for safety and security issues and report any concerns to their supervisor.



9. Anticipate problems and appropriate solutions. Investigates, analyzes, and resolves operational problems and complaints.
10. Abides by all MMG policies in the Human Resources Policies and Procedures Manual
11. Performs other duties as assigned or directed.

QUALIFICATIONS: High School diploma or equivalent preferred

Licenses or Certificates:

- N/A

SUPERVISORY RESPONSIBILITIES:

N/A

KNOWLEDGE, SKILLS & ABILITIES:

- Work independently, exercising judgment and initiative with minimal supervision.
- Maintain an effective working relationship with employees and others encountered through the course of employment.
- Work effectively under pressure and/or stringent schedule and produce accurate results in a fast-paced environment.
- Organize and prioritize work to meet deadlines. Remain flexible and adjust to situations as they occur.
- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Operate standard office equipment and personal computer(s) using Microsoft Office

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.



Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 50 pounds of force on a regular basis; and some dexterity in operating office equipment; must be able to use hands and fingers for sign language.

Unavoidable Hazards: The position is exposed to some unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

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