



Position Announcement:
John Paul Jones Arena

Charlottesville, VA

POSITION: Operations Crew – Part-Time
REPORTS TO: Operations Supervisor
FLSA STATUS: Hourly, Non-Exempt

SMG, the leader in privately managed public assembly facilities has excellent and immediate openings for part-time Operations Crew members at John Paul Jones Arena. Under general supervision, the Operations Crew members assist with general maintenance, provide general labor and help with conversions to prepare the facility for events.

MAJOR RESPONSIBILITIES:

- Assists in all aspects of the conversion process in preparation for University of Virginia athletic events and outside events such as concerts, private meetings, family shows, etc. Duties may include setting up and tearing down staging, tables, portable chairs, steel barricades, railing and other furnishings and equipment.
- Under supervision, assists with general building maintenance and operations including but not limited to; painting, replacing ceiling tiles, fixing seats, loading/unloading delivery trucks, grounds clean-up, snow removal, etc.
- Follows all policies/procedures, risk management, safety precautions, rules, regulations and emergency procedures established at the facility. Reports all irregularities, discrepancies, loss of property, and safety and damage concerns to the supervisor.
- Maintains effective working relationships and high level of customer service with clients, employees, exhibitors, patrons and others encountered through the course of employment.
- Performs housekeeping duties as assigned.
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- High School Diploma or GED is required.
- Operational knowledge of tools and equipment is helpful; forklift experience is a plus.
- Ability to take/follow direction from multiple supervisors and management staff.
- Ability to work as part of a team and also able to work independently, exercising judgment and initiative.
- Remain flexible and adjust to situations as they occur.
- Strong attention to detail and follow through.
- Must be able to perform a high degree of physical exertion including lifting up to 50 lbs, carrying, moving and climbing.
- Work extended and/or irregular hours including nights, weekends and holidays as needed (schedule will be based on event schedules and staffing needs).

[CLICK HERE TO DOWNLOAD APPLICATION](#)

TO APPLY:

Submit a completed SMG application to:

Sandi Taylor
John Paul Jones Arena/SMG
P.O. Box 400862
Charlottesville, VA 22904
FAX: 434-243-4959
EMAIL: staylorjparena@virginia.edu
No Phone Calls

SMG is an Equal Opportunity Employer

Date Opened: July 30, 2010

Closing Date: Until filled