

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Event Services Representative (Position #315-2)
LOCATION: Craven County Convention Center
HIRING RANGE: \$23,329 - \$24,454
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: October 18, 2013
DATE AVAILABLE: Immediately
CLOSING DATE: October 31, 2013

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to perform a variety of routine operational duties associated with the day-to-day events in the New Bern Riverfront Convention Center.

ESSENTIAL JOB FUNCTIONS

An employee of this class performs manual and limited supervisory duties including event setup and tear down activities, general housekeeping and custodial duties as required, event monitoring, and food and beverage setup and takedown. Work is performed under the general guidance of the Lead Event Service Representative and is evaluated through observation of work performed. Provides general guidance for the part-time and temporary Event Prep Assistants in completing meeting and special event room set-ups including tables, chairs, staging, audiovisual equipment and other event details outlined. Prepares meeting room requirements as outlined on the set-up checklists, audio visual control logs and event change sheets according to the outlined requirements on the event resume. Lifts moderate to heavy amounts of weight in the form of tables, chairs, staging, step units, moveable walls, and exhibition material to complete event setups and tear downs. Maintains cleanliness in all areas: Vacuuming, sweeping, cleaning stainless steel, mirrors, woodwork, break areas and power washing prior to, during and after major events. Monitors and cleans restroom areas and indoor and outdoor public areas. Maintains an irregular work schedule as required to service the scheduled events and routine assignments within the New Bern Riverfront Convention Center.

ADDITIONAL JOB FUNCTIONS

Dealing with customers and communicating via a mobile radio. Performs minor grounds maintenance tasks as required. Performs other duties and functions as required.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation or equivalent; or any equivalent combination of training and experience to perform the required job duties.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Mary Harris at 252-637-1551.

Craven County is an Equal Opportunity Affirmative Action Employer.

