

WARDProductions

Audio Visual & Event Services

Job Description

Job Title	Event Crew Member
Schedule	Seasonal (part to full time hours during peak season).
Duties	<p>Duties as assigned, which include the following, among others:</p> <ul style="list-style-type: none">• Use calendar, rental, and communication systems to maintain consistent and accurate workflow.• Utilize pick lists to prepare items for rental or production.• Load items onto delivery vehicles to transport without damage.• Drive/ride delivery vehicles to and from rental locations safely.• Assist with event set up and break down observing safe working conditions.• Pick up items from rental locations and load delivery vehicles and transport them without damage.• Restore items from delivery vehicles to their proper location in the warehouse.• Operate production equipment as needed and trained.• Work with customers to facilitate their vision and success of their event.• Maintain equipment properly, including recharging batteries, cleaning catering equipment, washing and bagging dishware, etc.• Report damaged or missing inventory to supervisors.• Work as an active team member to complete team goals.
Desired Skills	<ul style="list-style-type: none">• Enthusiasm to learn.• Dependable and reliable.• Works well in team environments.• Strong time management.
Qualifications	<ul style="list-style-type: none">• Have at least a high school degree or equivalent.• Excellent verbal and written communication skills.• Have a valid driver's license.

	<ul style="list-style-type: none">• Have reliable transportation.• Have a smart phone for reliable communications.• Dress and behave professionally with customers and on the job site.• Able to pass drug test/background check.• Able to lift 50lbs+ repetitively, stand or sit for extended periods of time, move, squat, walk, and climb during the shift.• Able to work nights, weekends, and holidays.• Able to work in a fast-paced environment.• Able to work independently.• Pay attention to detail while monitoring and improving the quality of work.• Follow all standard health and safety guidelines, procedures, and regulations.
--	--

Mission Statement: Provide quality customer service at any cost, provide quality goods and equipment every time, provide fair and reasonable pricing, and treat everyone with respect and professionalism - internally and externally.

VERSION: 2025-07-10