



Opening Date: 6/19/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #53-18 Meeting Services Associate-Part Time**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The incumbent performs a variety of meeting space set-up tasks, mostly of a skilled nature, which often involve the use of physical strength. Incumbents in this position are responsible for providing standard meeting space sets per customer specification and Washington Convention and Sports Authority quality assurance standards. Incumbents are responsible for understanding the organization and subscribing to its commitment to customer excellence. Manual labor is primarily performed but, on some occasions, power tools may be used. Work is performed individually, or in-groups, under the close supervision of Meeting Services Supervisors and/or Meeting Services Team Leaders.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical in assignment.

- Loads and unloads supplies and materials.
- Sets up, cleans, and removes equipment and furniture for events, including, but not limited to, staging, turnstiles, movable walls, dance floors, chairs, risers, tables, etc.
- Completes meeting room set-ups to include checking floors, windows, ledges, lights, stains, soils, tears, feet of chairs, linen, table and stage skirts.
- Provides and places water service for meeting room head tables, podiums and coolers.
- Provides and places linens in meeting spaces and show management offices as requested.

- Refreshes meeting rooms to include adjusting furniture, table skirts, removing trash and changing out dirty glasses.
- Performs minor repair work on equipment.
- Cleans furniture and checks for damages; advises supervisor of need for repairs and/or replacement.
- As scheduled, undertakes detailed cleaning of meeting room furniture.
- As scheduled by event changeover schedule and calendar, assists in cleaning of meeting rooms.
- Assists in monitoring Meeting Services supply inventory (i.e. bottled water, linen, cleaning supplies, etc.).
- Assists in equipment storage and maintaining order in service corridors
- Reports facility and/or equipment damage to supervisor immediately.
- Performs a variety of related tasks and duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Skill in use of common labor tools, including power tools and industry accepted measurement tools.
- Ability to read, write and follow oral and written instructions in English.
- Ability to read and understand basic floor plans.
- Ability to respond to on-demand changes in customer requests.
- Ability to perform work of a strenuous and physical nature.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

### **CORE COMPETENCIES (OPERATIONS)**

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Workplace Safety
- Organizational Awareness
- Initiative

### **ADA ESSENTIAL FUNCTIONS**

- Ability to stand for a sustained period of time.
- Ability to walk extended distances and climb stairs to access the interior and environs of the Center, particularly for long distances or moving from one work site to another.
- Ability to pick, pinch, type or otherwise work primarily with fingers rather than with the whole hand or arm.
- Ability to climb ladders, stairs, ramps, and scaffolding, using feet and legs and/or hands and arms.
- Ability to balance and maintain body equilibrium to prevent falling when walking, standing or crouching on narrow surfaces.
- Ability to stoop and bend body downward and forward by bending spine at the waist.
- Ability to converse orally and to use standard telephones to receive and communicate information.
- Ability to lift, push, pull and manipulate tools, equipment, supplies and objects weighing upward to fifty (50) pounds, raising objects from a lower to a higher position or moving objects horizontally from position to position.
- Ability to walk 2.3 million square feet building

### **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent; AND
- Experience in set-up activities; OR
- Any combination of related experience, training and/or education.
- Experience reading and understanding basic floor plans.

### **DESIRABLE QUALIFICATIONS**

- Set-up experience in the hospitality industry.

### **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:  
<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**