



Event Services Worker

Job Type:	Full-time/Part-time
Salary:	\$13.50/hr
Work Location:	Kentucky Exposition Center, 937 Philips Lane, Louisville. KY 40209 Kentucky International Convention Center, 221 South 4 th Street, Louisville KY 40202

Organizational Summary:

The Kentucky Exposition Center (KEC) and the Kentucky International Convention Center (KICC), collectively known as Kentucky Venues (KV), are committed to producing shows of public importance and supporting local, regional and international clients to execute successful and impactful events. KEC offers 1.2 million square feet of contiguous indoor exhibit space, 54 adaptable meeting rooms, two arenas and 300 acres of outdoor exhibit space, and KICC yields a multitude of eco-conscious designs, modern pre-function spaces featuring glass facades overlooking the cityscape and 200,000 square feet of Class A exhibit space. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including: health, dental, vision and life insurance, paid personal and sick leave, pension and supplemental retirement, free parking, EAP and employee discounts.

Position Summary:

The Event Services Worker performs event and room set-ups, changeover and breakdown duties inclusive of transporting and setting tables, chairs, stage pieces and other facility equipment. The Event Services Worker also performs duties to keep all facility areas clean and orderly, including pre-function space, restrooms, storage areas, outdoor facility areas, exhibit halls, ballrooms, meeting rooms, suites and offices.

Essential Functions (must be able to execute with/without reasonable accommodation):

- Sets event spaces and rooms with tables, chairs and other equipment and performs duties for changeovers, tear-downs, event move-ins and move-outs
- Assembles and installs stages, bleachers, barricades, backdrops, pipe and drape and other equipment
- Transports heavy equipment, furniture, supplies and other loads, manually and by use of hand-trucks
- Maintains facility trash receptacles per maintenance and event schedules
- Preps and uses cleaning chemicals and solutions according to OSHA and other applicable safety specifications
- Cleans and otherwise attends to wet and dry spills using basic and specialized equipment and solutions
- As required, services and stocks restrooms with toilet tissue, paper towels, soap and other provisions
- Operates trash compactor, adhering to OSHA and other applicable safety specifications
- Strips, seals, finishes and polishes floors and steam cleans and shampoos carpets
- Cleans windows, fixtures, mirrors, walls and doors using basic and specialized cleaning solutions and equipment
- Maintains outdoor facility areas using basic landscape equipment and removes trash and debris from sidewalks, parking lots and parking garages (applicable to KICC)
- Removes snow from sidewalks, driveways, parking lots and garages using snowplows, snow blowers, snow shovels, and snow-melting chemicals (applicable to KICC)
- Stores equipment accordingly to ensure workplace safety and equipment preservation
- Notifies supervisors about equipment and facility structures in need of repair
- Adheres to and exemplifies Venue Values and service expectations
- Maintains professional, approachable demeanor and addresses inquiries and concerns graciously, with a sense of urgency
- Performs relative duties and manages other responsibilities as assigned

Physical and Mental Demands (must be able to execute with/without reasonable accommodation):

- Consistently communicates and interacts in-person and via voice call, text and two-way radio

- Regularly traverses facility space, including stairs, ramps, escalators/elevators and heavily-occupied spaces
- Regularly bends, stretches and otherwise moves to perform duties; occasionally moving loads of up to 50lbs
- Consistently uses near/far/peripheral vision, exerts muscles and coordinates body to safely maneuver facility equipment including table/chair racks, stage pieces, vacuums, scrubbers, forklifts, high-lifts and front-end loaders
- Consistently functions effectively in moderate/high-pressure environment, according to a stringent schedule

Work Environment and Hours of Work:

- Office and event facility settings with moderate/high noise levels
- Varied work hours including weekdays, evenings, late nights, early mornings, weekends and holidays, contingent upon event scheduling; regularly works more than 40hpw
- Regular exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes
- Regular exposure to heavy/specialized tools, moving vehicles, mechanical equipment and cleaning chemicals

Educational, Experience and Other Requirements:

- Must be at least 18 years of age and authorized to work in the United States
- Must have access to reliable transportation for transport to work location on time for scheduled hours
- May be required to submit to a background check

Desired Knowledge, Skills and Abilities:

Knowledge of:

- Basic operatives of an event or other major public assembly facility

Ability to:

- Conduct self in a professional and composed manner
- Actively listen – give full attention, understand what is being said and ask clarifying questions
- Understand and communicate details relative to event facility equipment and operational processes
- Exert necessary muscle force to lift, push, pull, carry or otherwise move objects
- Use abdominal and lower back muscles to support body continuously during shift without fatigue
- Safely operate equipment including table/chair racks, stage pieces, vacuums, scrubbers, hand-trucks and forklifts
- Understand spoken and written English and convey clear and concise messages, verbally and in writing
- Work collectively as a team member and complete tasks individually
- Function effectively in moderate/high-pressure situations

To Apply:

Complete an application at kyvenues.com/apply.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.