

# POSITION POSTING

## Operations Team Coordinator

The Team Coordinator serves as the on-site shift leader, working alongside event operations crews to ensure the thorough completion of physical logistics, rapid changeovers, and work orders. This non-supervisory role translates supervisor instructions into clear floor tasks to drive daily team productivity. This hands-on position requires heavy machinery operation, structural assembly, and active safety enforcement to deliver successful layouts in a high-pressure, deadline-driven environment.

**Job Type:** Full-time 40 hours per week

**Salary:** Full-time: \$38,000.00 annually

**Work Location:** Kentucky Exposition Center, 937 Phillips Lane, Louisville, KY 40209

### ESSENTIAL FUNCTIONS

- Coordinate Event Operations of equipment setup, teardown, and rapid area changeovers for major events, ensuring layouts align with strict operational schedules.
- Manage loading dock workflows and move-in/move-out schedules, optimizing freight sequencing and tracking high-value shipments across the facility.
- Safely maneuver forklifts, hand trucks, and specialized equipment to transport high-value cargo and secure assets or inventory in designated storage.
- Assemble, dismantle, and position structural elements including stages, scaffolding, bleachers, and backdrops using precise hand-tool techniques.
- Guide daily workflows for section crews, temporary staff, and contractors, translating supervisor work orders into clear, executable floor tasks.
- Assess real-time skill gaps across temporary crews and provide direct, on-the-job task instruction to maintain operational efficiency.
- Monitor active job site procedures to guarantee a secure workspace while inspecting tools and machinery for structural wear and tear.
- Review completed setups during and after shifts to ensure all physical layouts strictly align with technical specifications and venue guidelines.
- Performs relative duties and manages other responsibilities as assigned

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### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Office and event facility settings with moderate to high noise levels.
- Will have to traverse facility space, including stairs, ramps, escalators/elevators and heavily occupied spaces.
- Must be able to independently lift loads of up to 25lbs, bends, stretch and otherwise move to perform duties.
- Varied work hours include weekdays, but during months of in-house events, work hours may include evenings, late nights, early mornings, weekends and holidays; working more than standard hours depending on business needs.
- Exposure to varied climates and elements including livestock, hay, dirt/dust, and exhaust fumes, moving vehicles, mechanical equipment and cleaning chemicals
- Must be able to perform duties with or without reasonable accommodation.

### EDUCATION LEVEL, EXPERIENCE AND ABILITIES REQUIRED

- At least three years' maintenance experience in event operations.
- Must possess a valid driver's license.
- Must be certified to operate a forklift or obtain certification within 90 days of employment
- Must be eligible to work in the United States

