KENTUCKY VENUES

Team Coordinator

Job Type: Full-Time working at least 40 hours per week
Salary: $37,440.00 - Commensurate with experience
Work Location: Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

Organizational Summary:
Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. 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, state pension and supplemental retirement options and access to an Employee Assistance Program (EAP). All employees receive free parking at both facilities and employee discounts on electronics, travel and lodgings.

Position Summary:
The Team Coordinator is responsible for ensuring that the work of various Event Services crews members is completed thoroughly according to work orders and Supervisor instructions. Assists in training crew members on the proper use of equipment and maintains accurate records and promotes effective teamwork to ensure exceptional guest service and operational excellence.

Essential Functions (must be able to execute with/without reasonable accommodation)**:**
General duties performed in order to accomplish position objectives; inclusive of how and frequency of which they are performed including but not limited to:

- Coordinates, monitors, and executes setup and teardown of equipment for successful shows or events.
- Coordinates, monitors, and executes move-in and move-out of freight during the shift.
- Communicates work orders and instructions from Supervisor to team members assigned to crew.
- Leads temporary crews and contracted crews on a regular basis.
- Plan, organize, assign, and coordinate the daily activities of section crews under direction of Supervisor.
- Report work progress to Supervisor and adapt to changes required by event management.
- Execute changeovers within the shift in any work area of the facility.
- Safely maneuver forklift and various equipment in order to move items of high value across facility grounds and within buildings.
- Move freight, stock, or other materials to and from storage, loading docks, delivery vehicles by forklift, hand truck, or other equipment.
- Read work orders or receive oral instructions to determine work assignments or material/equipment needs.
- Stack cargo in locations using pallets or cargo boards.
- Direct spouts or position receptacles such as bins, carts, or containers so they can be loaded.
- Shovel material such as trash, manure, hay, dirt into containers or bins.
- Rig or dismantle props or equipment such as frames, scaffolding, platforms, stages, bleachers, or backdrops using hand tools.
- Maintain a safe working environment by monitoring safety procedures and equipment.
- Review work throughout the work process and at completion to ensure that it has been performed; properly.
- Inform designated employees or departments of items loaded or problems encountered.
- Examine freight to determine loading sequences.

- Collaborate with workers and supervisors to solve work-related problems.
- Transmit and explain work orders to crew.
- Inspect equipment for wear and for conformance to specifications.
- Assess training needs of crew members and arrange for or provide appropriate instruction.
- Resolve problems, complaints when possible, or refer them to higher-level supervisors for resolution.
- Perform the same work duties as those supervised or perform more difficult or skilled tasks.
- Counsel employees in work-related activities.
- Performs relative duties and manages other responsibilities as assigned.

Direct Reports: This position is responsible for overseeing he work of Event Services Workers in assigned section

Physical Demands, Work Environment and Hours of Work:
Must be able to execute with/without reasonable accommodation.

- 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
- 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
- Varied work hours including weekdays, evenings, late nights, early mornings, weekends, and holidays, contingent upon event scheduling; may work more than 40hpw
- There will be exposure to varied climates and elements including livestock, hay, dirt/dust, and exhaust fumes
- There is exposure to moving vehicles, mechanical equipment, and cleaning chemicals

Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):
An equivalent combination of education and experience may be substituted.

- At least three years' maintenance experience in event operations.
- Must posses a valid driver's license.
- Be certified to operate a forklift or obtain certification within 90 days of employment
- Must be available to work extended hours and overtime as needed for events.
- Must be able to work in all weather conditions to transport freight.
- Must be able to work in high allergen environment (dust, livestock and domestic animals, hay, manure, dirt).
- Must be eligible to work in the United States.

To Apply:
Complete an application at https://kyvenues.com/apply-online or email a letter of interest, résumé and professional references to HR@KYVENUES.COM.

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.