



**Position Announcement: Operations Assistant
Booth Amphitheatre**

Cary, NC

POSITION: Operations Assistant
DEPARTMENT: Operations
REPORTS TO: Operations Manager
FLSA STATUS: Part-time/Hourly /Non-Exempt

SMG, the leader in privately managed public assembly facilities, has an opening for an Operations Assistant at Booth Amphitheatre. The Operations Assistant will be primarily responsible for setting up and breaking down event specific requirements for scheduled events.

MAJOR RESPONSIBILITIES:

- Read and understand events notes prior to each event
- Assist in setting up, breaking down event requirements as needed
- Assist patrons with general venue/event information in a positive and friendly manner
- Assist Booth Amphitheatre management, Town of Cary staff and/or other venue employees as requested by supervisors
- Arrive prepared for work based on the event, weather forecast and department/venue policies
- Perform additional duties as assigned by the supervisor as needed

QUALIFICATIONS:

- Ability to follow both written and oral direction with minimal continuous supervision
- Ability to work during all weather conditions
- Flexible schedule with availability on nights and weekends
- Ability to read and implement basic diagrams
- Ability to repetitively lift up to 70 pounds from ground level to table top height without assistance
- Ability to move/control weighted equipment up/down inclines and over uneven surfaces in all weather conditions
- Ability to kneel, bend, climb, crawl in order to complete task
- Ability to navigate/stabilize self on all surfaces in all weather conditions, including but not limited to: gravel, pine straw, grass, pavers, concrete, asphalt
- Positive and outgoing attitude
- Proficient in basic math skills
- Attention to detail
- Have attained at least 18 years of age

To Apply: All applications must be submitted online via the following link:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000241668806#/>

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Date Opened: 7-27-17

Closing Date: Until Filled

Applications will be limited to the first 100 received