



FIRST BAPTIST

CONCORD  
CHURCH

## JOB DESCRIPTION

POSITION TITLE: SET-UP TECHNICIAN

REPORTS TO: CAMPUS OPERATIONS MANAGER

DEPARTMENT: CAMPUS OPERATIONS

### **KEY RESPONSIBILITIES**

- Demonstrates a Christ like attitude in performing all work to exalt our Lord and Savior, Jesus Christ.
- Follows a daily work schedule to perform room set up, take down, and reorganization. This includes moving tables, chairs, and other items and equipment as needed for the specific event occurring in the room location.
- Responsible for following a schedule to ensure facilities are unlocked if required, and properly locked and secured at the end of activities and events.
- Performs other tasks as directed by departmental management.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Preferred – Direct work experience in an event set up/take down role within a large church or event hosting organization.

### **KNOWLEDGE OR SKILL REQUIREMENTS**

- Must be able to precisely follow directions both verbally and written.
- Must be able to work within a team environment and support others in task accomplishment.
- Must be a self-starter who is able to work alone if required, with minimal supervision while accomplishing all tasks given within a required time schedule.
- Must have general mechanical, electrical, HVAC, plumbing, and general carpentry skills to perform repairs.
- Must be able to evaluate, troubleshoot, and recommend courses of action for repair.
- Must be able to lift 40 pounds or more on a routine basis.

### **WORKING CONDITIONS**

Typically, a 5-day work week, with some irregular shift driven hours, in an office and outside environment. Work may include exposure to temperature extremes, noise, dust, and other conditions which may cause discomfort. Work includes lengthy periods of standing, bending, lifting, or carrying bulky and heavy items. Normal working hours may vary, and individuals may be on call for emergencies related to set up and maintenance needs, and for other unplanned events.

### **DISCLAIMER**

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.