



JOB DESCRIPTION

TITLE: Event Set-Up

REPORTS TO: Event Set-Up Supervisor

DEPARTMENT: Banquets & Events

FLSA STATUS: Non-Exempt (Hourly)

JOB SUMMARY

This position is accountable for the overall successful execution of all event set-ups on property. Works with Event Set-Up Supervisor and Sales team members to provide proper room set-ups based on requirements and standards, personally assisting whenever needed. Ensures that all work is completed thoroughly, promptly, safely, and on time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure a quality meeting facility.
- Ensure function rooms are set according to event documentation (Banquet Event Orders) and customer requirements.
- Setting up furniture; arranging tables and chairs as per event specs; staging and equipment setup; installing decorative items, etc.
- Disassembling event setups after the event and properly storing equipment.
- Collaboration with event staff and other crew members to ensure smooth execution.
- Ensure event spaces are in "showcase" condition the following day after an event.

The resort environment is unique in that we all share some degree of responsibility for each other and our role to collectively promote the resort in the best light possible. You will work consistently with other departments to create the overall brand image and are expected to be a team player who is willing to assist where appropriate and necessary.

**LCJ MANAGEMENT, LLC d/b/a OWL'S NEST – THE WHITE MOUNTAINS
WMCC, LLC d/b/a OWL'S NEST VINEYARD COURSE**

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent communication skills both verbally and visually.
- Organization and attention to detail, positive attitude, commitment to exceptional customer service, and ability to work as part of a team.
- Experience in the resort/hospitality industry helpful.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to work a flexible schedule, which includes days, evenings, holidays, and weekend assignments.
- Must be able to lift and stack objects up to 75 pounds and frequently exert 10 to 30 pounds of force to lift, carry, push, and pull or otherwise move objects.
- Walking, sitting, and standing to a significant degree, reaching, handling, climbing stairs, balancing, pushing, kneeling, crouching, twisting/turning, bending at the waist, stooping, talking, hearing, seeing, and smelling.
- Ability to work and handle stress arising from demands in production.
- Operate box truck and other resort-owned motor vehicles, if age appropriate.
- Exposure at times to inclement weather.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with my supervisor's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest; it is my responsibility to notify the Director of Banquets so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date

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