

## **Set-up Team**

### **Purpose**

The purpose of this position is for the assigned individual to assist the Student Union with the set-up and break-down of the furnishings and accessories in various spaces in the Student Union. The Set-Up Team is particularly responsible for ensuring that various rooms and events are properly set-up to the guidelines requested. The Set-Up Team reports directly to the Set-up Team Lead and Building Managers.

### **Duties and Responsibilities**

- Knowledgeable of Student Union policies, procedures, and operations of Student Union facilities
- Attend meetings and training sessions as designated by the Building Manager
- Move various types of furniture including but not limited to tables, chairs, and other furnishings and equipment to the appropriate spaces within the Student Union
- Execute proper task prioritization to meet consistent and deadlines for multiple events a day that could be occurring simultaneously
- Understand how to read basic diagrams of room set-ups and be able to set-up the space according to the appropriate diagram selected by the guests
- Deconstruct room set-ups after events have concluded and moves all Student Union owned furnishings into the proper storage locations within the complex
- Maintain a willingness to assist facility users in any reasonable request, including last minute changes
- Know the mission of the Student Union and strives to perform this mission to the best of their ability at all times while on duty or on the premises
- Perform other related duties as assigned

### **Qualifications**

Must be a student in good academic standing and actively pursuing a degree at the University of Tennessee, Knoxville. Be physically able to lift anywhere from twenty-five to fifty pounds at any given time. This person must possess initiative and be able to both

work with other team members. Also, this person must be able to execute tasks without supervision. The student must exhibit an interest in, and concern for providing quality service at all times.