

Operations Team Member | Ortiz Center

Overview

Operations Team members are responsible for the setup and tear-down of the facilities and for pre and post event facility cleanliness. They provide and maintain the cleanliness throughout the entire venue as well as keeping the environment safe and hazard free for entertainers, guests, patrons, and staff. They are responsible for the pre-event set up, ensuring the venue is ready to go for all events, and tear-down of event at the conclusion. They must communicate in a friendly, respectful and understanding manner with both colleagues and guests alike. They must politely give consistent, timely and accurate information and find answers when unsure. Must be a team player, cooperate with employees within the department as well as other departments.

Spectra, an industry leader in sports, entertainment and venue management, is dedicated to recruiting and developing individuals with the skills, experience, desire, and values to contribute to the continued growth and success of our organization. Together, with our 250+ sports & entertainment venue partners, we transform events into experiences! These experiences create excitement, turn heads, and make memories. Come Join Us! You can learn more about Spectra at www.spectraexperiences.com/

Responsibilities

- Set-up and tear down tables, chairs, stages, drapery, and other event related equipment.
- Continuously clean facilities and remove debris from the facility.
- Understand and follow written and oral directions and instructions.
- Ensure all equipment is used in the proper manner
- Ensure equipment is properly handled during transport and stored when not in use.
- Report equipment and facilities needing service or repair to Operations Manager or Operations Supervisor.
- Operate equipment such as floor scrubbers, forklifts, high lifts, and other equipment.
- Assist with routine housekeeping tasks.
- Provide quality customer service to all facility users and guests.
- Other duties as assigned.

Qualifications

- High school diploma or equivalent.
- Possess ability to communicate with others and professional interpersonal skills.
- Ability to communicate clearly and concisely in the English language, both orally and in writing.
- Ability to work independently and as a part of a team.
- Ability to work long hours including a varied schedule of days, nights, weekends and holidays.

Vaccination Statement

We are committed to ensuring all our buildings and office locations are the safest in the world for artists, teams, employees, and fans. Based on recent encouraging trends in the U.S. and Canada. We highly encourage our employees to continue to get vaccinated and boosted against COVID-19. Should circumstances change, we may need to reinstate vaccination requirements, in whole or in part, to safeguard the health of our employees, guests, performers, athletes, and partners.