Job Title: Coliseum Operations Staff

Supervisors: Matt Hobbs, Charles Cantrell, Jeremy Sheffield

Salary: Starting at $8.00/ hour

Hours: 10-20 hours/week

Job Description:

- Provide exceptional customer service to all patrons hosting, participating, and attending events in the facility
- Execute assigned operational duties to ensure safety and security during events
- Presents him/herself in a professional manner at all times
- Conducts proper event operation even in the absence of professional staff
- Be an information resource by becoming familiar with all aspects of the Coliseum and the University of West Georgia campus
- Responsible for complying with facility policies and procedures at all times to maintain a safe work environment
- Understand and execute emergency procedures when necessary
- Perform routine maintenance on all courts and event spaces throughout the facility including: Arena Floor, Concourses, Locker Rooms, and Classrooms
- Actively participate in scheduled staff meetings and trainings as assigned
- Execute risk management checks as assigned
- Set up, staff, and break down special/athletic events held at The Coliseum
  - Including: UWG Men’s and Women’s basketball games, UWG Volleyball matches, Commencement and other formal events, Concerts, Safe Treat and other non-Arena Events
- Perform other duties as assigned

Requirements:

- Must have excellent Customer Service Skills
- Willingness to conduct routine upkeep on court and event space
- Willingness to learn Coliseum layout, policies and procedures
- Ability to work in a loud environment
- Ability to adjust to change, and various responsibilities
- Ability to lift 50 pounds or more over head
- Ability to work in a team oriented environment, take directions, and communicate effectively