



## Job Summary

<b>Job Title</b>	<b>Department</b>	<b>Reports to</b>	<b>Pay Grade</b>
Event Operations Technician	Event Operations	Event Operations Supervisor	7
<b>Starting Pay Rate</b>	<b>FLSA Status</b>	<b>Supervisory Duties</b>	<b>Work Environment</b>
\$18.16 hourly \$37,764 annually	Non-Exempt	No	Multiple locations

### Position Summary:

The Event Operations Technician is responsible for assisting with the setup, execution, and breakdown of public events, festivals, community outreach programs, and special projects. This position ensures that all logistical elements of events run smoothly and in compliance with safety, accessibility, and public service standard

### Essential Duties and Responsibilities:

- Assist with the physical setup and breakdown of event infrastructure, including tents, tables, signage, barriers, and sound equipment.
- Ensure all materials and supplies are transported to and from event sites safely and efficiently.
- Serve as on-site support staff during events, providing assistance to vendors, attendees, and government staff as needed.
- Support coordination with public safety, emergency preparedness, and maintenance teams.
- Monitor event activities for compliance with parish policies and safety protocols.
- Maintain cleanliness and order throughout event venues before, during, and after events.
- Assist with equipment inventory, minor maintenance, and restocking of event materials.
- Provide friendly, professional customer service to attendees and respond to inquiries or concerns.
- Report any issues, hazards, or incidents to supervisory personnel immediately.

### Minimum Qualifications:

- High School diploma or equivalent (GED) required.
- One (1) year of experience in event setup, facilities maintenance, parks & recreation, or related fields preferred.
- Ability to lift and carry up to 50 lbs. and perform physically demanding tasks in outdoor environments.
- Availability to work irregular hours, including nights, weekends, and holidays.

- Valid Louisiana driver's license and reliable transportation preferred.
- Must be able to pass a background check and comply with all parish employment policies.

### **Knowledge, Skills, and Abilities:**

- Basic understanding of event logistics and customer service principles.
- Ability to work cooperatively in a team-oriented environment.
- Strong communication and problem-solving skills.
- Dependability, punctuality, and attention to detail.
- Ability to follow oral and written instructions and maintain detailed task records.
- Willingness to work in all weather conditions and adapt to shifting event needs.

### **OTHER DUTIES AS ASSIGNED**

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

### **ESSENTIAL WORKER STATEMENT**

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

### **CERTIFICATIONS/LICENSES/REGISTRATIONS**

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

### **ABOUT IBERVILLE PARISH**

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.

### **EEO STATEMENT**

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.

- Flexibility to handle changing priorities, work in a fast-paced environment, and adjust to different tasks as needed

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