

SPECIAL EVENTS WORKER I

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs a variety of functions necessary for the conduct of an event or program. During the course of an event, incumbents may set up, collect tickets, monitor crowds, collect trash, and then "take down" the event. Incumbents are called to work a specific event. They may work on one event or on many. They are essentially contract laborers for an event, which may last for several hours or one or two days. These are temporary positions. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the physical set up of a program or event, including such items as arranging signs, decorating booths, moving furniture;

Participates in performing clerical or program support functions in connection with an event such as ordering supplies and materials, compiling statistical data on attendance, tickets sold, income, etc.;

May participate in collecting tickets, selling tickets, handling cash, reconciling receipts, recording funds, etc.;

May participate in setting up parking areas using cones and aisle markers and directs drivers to the appropriate designated areas, prevents parking of unauthorized vehicles in safety zones or reserved spaces, and provides security in parking area;

Participates in maintaining cleanliness of event area by setting up waste receptacles, emptying them, cleaning restrooms and replacing supplies, and by monitoring facility for spills or other slippery conditions and reporting such or cleaning, as appropriate;

Provides information to the public regarding event, department policies and practices, giving directions, answering questions, as needed;

Distributes materials, tickets, brochures;

Staffs information or display booths, giving demonstrations and information as necessary;

Monitors aisles, walkways, stairways and doors to ensure safe, clear access;

Advises patrons of safety, security, smoking and photo regulations;

Observes conditions and crowds and reports potential problems and actual safety and security violations to appropriate staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to understand and carry out oral and written directions; ability to communicate clearly; ability to take direction and learn quickly; ability to get along well with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; reliability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum training and experience requirements for these positions.