



## Job Description

**Department: Public Event**

**Job Title: Event Logistical Staff**

**Reports To: Public Events Manager**

**Part Time- Temporary**

**Position Overview:** The Oregon Garden Resort is looking to hire set up staff for our upcoming Christmas In The Garden. This event is A Charming European-Inspired, Outdoor Event Featuring Ice Skating, Snowless Tubing, An Artisan Vendor Market, Photos With Santa, Fire Pits, Live Music And More, All In The Oregon Garden In Historic Silverton. This staff member will work with the Event Logistics Supervisor on installing lights and displays.

### **Essential Functions:**

- Works with our set up crew to install light displays
- Has the ability to work outside in all types of weather
- Works independently with regular check ins and updates on progress.

### **Knowledge, Skills and Experience:**

- Must have a High School Degree or GED
- Be able to work with a variety of tools
- Proven ability to build small structures
- Must present a well-groomed appearance
- Must perform duties with a sense of urgency
- Must be able to move 50-100 pounds
- Able to work flexible shifts as needed to ensure booth build happens quickly.
- Good English language communication skills
- Heavy equipment operation experience a plus.
- Must have experience directing a team.
- Ability to use a variety of hand and power tools

## **Learning Development Demands**

Reasoning- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Mathematical- Add, subtract, multiply and divide all units of measure. Perform the four operations with common and like decimal fractions. Perform arithmetic operations involving monetary units.

Reading- Read a variety of materials such as magazines, books, Internet information, and safety rules.

Speaking- Speak to guests with poise, voice control, and confidence, using correct English grammar and well-modulated voice.

Writing- Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

## **Physical Job Description:**

### Typical Working Conditions:

Outdoor. Frequent physical tasks.

### Lifting

Fewer than 10 pounds **frequently**, 11-50 pounds **frequently**, and 51+ **occasionally with another person**.

### Pushing/Pulling

10-20 pounds, **frequently**

21-100 pounds, **frequently**

Driving

Automatic transmission **occasionally**

Golf Cart **occasionally**

Forklift **occasionally**

Twisting/Turning

Reaching over shoulder, **frequently**

Reaching over head and reaching outward **frequently,**

Squatting, kneeling, crawling, climbing **frequently**

Walking on normal, uneven or slippery surfaces **frequently**

**Acknowledgment**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "at-will" and may be terminated at any time by the employee or the employer with or without cause or notice.

---

Signature of Employee

Date