

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Set-Up Coordinator	Event Services	Director of Event Services and Camps	1.0	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** Under the direction of the Director of Event Services, executes setup and tear-down for all internal and external campus events, with other projects such as moving A/V equipment, office furniture, supplies, etc. Inventories and tracks physical campus resources used for events such as tables, chairs, pipe and drape, etc. Manages a team of assistants when applicable.

### General Responsibilities:

1. Interprets drawn floorplans and moves tables, chairs, and other items to meet setup requirements.
2. Tears down spaces and return items to storage areas, maintaining organized and functional work and storage.
3. Schedules and coordinates the work of one or more setup assistants in completing a variety of jobs including setup and tear-down for campus events.
4. In conjunction with other event staff, responds to and schedules campus requests for transporting tables, chairs, furniture, supplies, equipment, etc.
5. Report equipment and facility malfunctions and maintenance problems to the Director of Event Services and/or the Director of Physical Plant.
6. Work closely with student workers, external vendors, caterers, and representatives from community organizations as events are planned and executed.
7. Represent Grace College and Seminary to internal and external constituencies at all times in a highly professional manner with a strong customer service ethos.
8. Be willing to adjust work schedule according to office and event needs. Be available for some weekend and evening hours for quick room flips for priority events.
9. Knowledgeable and skilled usage of Google Drive, Google sheets, email, etc.
10. Perform other duties as assigned by the Director of Event Services.

### Qualifications:

#### Minimum:

1. Prior experience in general labor, events/hospitality, or facilities management or set-up role.
2. High School diploma.
3. Strong organizational skills and follow through.
4. Ability to prioritize and execute multiple setup jobs around campus.
5. Desire to assist others and add value to the school.
6. Ability to understand instructions and perform those instructions with or without assistance.
7. Ability to communicate instructions clearly and succinctly
8. Must be self-motivated and efficient
9. Must be able to coordinate teamwork efficiently
10. Must be able to do heavy lifting repeatedly (with assistance)
11. Valid Indiana Driver's License

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12. Evidence of a strong Christian faith and commitment to Christ.

**Preferred:**

1. Experience working with outside vendors and guests.
2. Ability to interact with broad range of people with diverse backgrounds.
3. Bachelor's degree.

**Status: Full Time; Non-Exempt**

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

**Posted: 2/17/2025**