



POSITION: Part Time Operations Staff – Wildwoods Convention Center

DEPARTMENT: Operations

REPORTS TO: Director of Operations

FLSA STATUS: Non-Exempt

LEGENDS GLOBAL

Legends Global is the premier partner to the world's greatest live events, venues, and brands. We deliver a fully integrated solution of premium services that keeps our partners front and center through our white-label approach.

Our network of 450 venues worldwide, hosting 20,000 events and entertaining 165 million guests each year, is powered by our depth of expertise and level of execution across every component — feasibility & consulting, owner's representation, sales, partnerships, hospitality, merchandise, venue management, and content & booking — of world-class live events and venues.

The Legends Global culture is one of respect, ambitious thinking, collaboration, and bold action. We are committed to building an inclusive workplace where everyone can be authentic, make an impact, and grow their career.

Winning is an everyday thing at Legends Global. We have the best team members who understand every win is earned when we come together as one unified team. Sound like a winning formula for you?

THE ROLE

Essential Duties and Responsibilities

- Works with other in-house staff to ensure production requirements are met and promoter/client requests are fully executed.
- Assists utility workers and temporary labor workers in the general cleaning of the facility.
- set-up tables, chairs, risers and other associated equipment required for all meeting rooms and exhibition halls.
- Works with the Operations Manager in the development of daily tasks sheets and ensures that these tasks are completed in a first class and efficient manner.



- Works in conjunction with the Public Safety to ensure that comprehensive energy conservation and security programs are adhered to in the daily operation of the building.
- Assists in the development of safety and emergency procedures for the department.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty with energy and enthusiasm. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School diploma or equivalent required.
- Possess a strong working knowledge of facility housekeeping standards and practices as well as public assembly facility set-up requirements.
- Bilingual in English and Spanish desired.

Skills and Abilities

- Must be able to lift to 50lbs. consistently.
- Good organizational skills and attention to detail required.
- Ability to work in a team environment.
- Possess strong ability and initiative to maintain a first-class facility.
- Ability to prioritize assignments/tasks to maximize efficiency.
- Valid Driver's License is desired.

COMPENSATION

This position offers an hourly wage of \$16.64

WORKING CONDITIONS

Location: On Site

Wildwoods Convention Center

Wildwood, NJ

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



NOTE:

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Legends & ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.