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## POSITION DESCRIPTION

<b>POSITION NAME:</b>	Event Setup and Takedown Crew Member
<b>LOCATION:</b>	Historic Willamette Business District, West Linn
<b>REPORTS TO:</b>	Market/Event Manager (day to day supervision)
<b>EMPLOYMENT OVERSIGHT &amp; HIRING AUTHORITY:</b>	Executive Director
<b>FLSA Status:</b>	Part Time, Non-Exempt Employee
<b>COMPENSATION:</b>	\$16.50/per hour
<b>SCHEDULE:</b>	Event-Based

### ORGANIZATIONAL OVERVIEW:

Historic Willamette Main Street (HWMS) is an Accredited Main Street program dedicated to preserving and enhancing the economic vitality, historic character, and cultural vibrancy of the Historic Willamette Business District. Through the nationally recognized Main Street Four Point Approach® - Organization, Promotion, Design, and Economic Vitality - HWMS strengthens local businesses, fosters community connection, and advances placemaking initiatives.

### POSITION SUMMARY:

The Event Setup & Takedown Crew Member supports the safe, efficient setup and breakdown of event infrastructure for HWMS programs, including but not limited to the Wednesdays in Willamette Summer Street Market and other seasonal events.

This position plays a critical operational role in ensure events are professionally setup and taken down properly after completion. Event equipment is stored appropriately. The role requires reliability, physical capability, and the ability to follow structured direction within an event environment.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Event Setup (Pre-Event)

- Place road closure signage and barricades as directed
- Set up tents, tables, chairs, and designated event areas
- Transport and position equipment from storage trailer
- Fill and secure water weights or anchoring systems
- Assist with HWMS Booth(s) setup
- Conduct pre-event site walk for cleanliness and safety

- Follow safety procedures for equipment handling

#### Event Breakdown (Post-Event)

- Dismantle tents, tables, chairs, and HWMS booth(s)
- Transport barricades and signage to storage location
- Return equipment to storage trailer in organized condition
- Conduct final site sweep for debris or materials
- Empty HWMS trash and recycling and overflowing City trash cans, as needed, in vicinity of event
- Report damaged equipment or safety concerns to Market/Event Manager

#### **SCHEDULING EXPECTATIONS:**

- Approximately 4 total work hours per event (2 hours prior; 2 hours post-event)
- Wednesday availability required during Summer Market season
- Additional event opportunities may be offered based on organizational needs and availability
- Clear communication regarding scheduling or availability

Exact work schedules are determined by the Market/Event Manager in coordination with the Executive Director.

#### **QUALIFICATIONS**

- Ability to lift 50 pounds
- Ability to work outdoors in varied weather conditions
- Reliable and punctual
- Ability to follow direction and work collaboratively
- Ability to follow safety practices
- Ability to professionally interact with vendors, volunteers, staff and public
- Minimum age of 16 years

#### **PHYSICAL REQUIREMENTS**

- Frequent lifting, carrying, bending and walking. May require standing and walking for extended periods.
- Extended standing during setup and breakdown
- Outdoor work in heat, cold, wind or rain