



SMG STOCKTON

Job Title: Conversion Crew

Department: Operations

Reporting: Operations Manager

Status: Non-Exempt / Part-Time

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for Conversion Crew at the Stockton Arena. Under general supervision, conversion crew members perform work as needed to maintain and prepare for events at the facility. Duties include skilled and semi-skilled tasks, which often require heavy lifting and a high degree of physical exertion.

MAJOR RESPONSIBILITIES:

- ◆ Participate in all aspects of the conversion process in preparation for events to ensure completion in a safe and timely manner.
- ◆ Assemble and breakdown hockey dashers and glass, team benches and boxes, stages, tables, seating risers, chairs, and other equipment.
- ◆ Perform various duties to ensure the day-to-day operations of the facility are met.
- ◆ Light cleaning and custodial duties as assigned when necessary.
- ◆ Report irregularities, discrepancies, damage, loss of property, and safety concerns promptly to supervisor.
- ◆ Maintain an effective working relationship with clients, employees, exhibitors, patrons, and all others encountered in the course of employment.
- ◆ Follow all policies/procedures, risk management, safety precautions, rules, regulations and emergency procedures established at the facility.
- ◆ Work irregular hours including nights, weekends, and holidays as needed.
- ◆ Remain flexible and adjust to situations as they occur.
- ◆ All other tasks as assigned.

QUALIFICATIONS:

- ◆ Meet the physical demands of the job. Must perform strenuous physical duties at times, including lifting and carrying up to fifty (50) pounds, climbing stairs, and extended stretches of standing and walking.
- ◆ Proven job reliability, diligence, dedication, and attention to detail.
- ◆ Flexible with working nights, weekends, and holidays.
- ◆ Able to follow oral and written instructions.

TO APPLY:

Applications will be available in reception lobby.

SMG is an Equal Opportunity Employer M/F/V/D