CITY OF FITZGERALD

Tourism, Arts, & Culture (TAC)

116 N. Johnston Street
Fitzgerald, GA 31750
229-426-5033

FLSA Status: Non-Exempt
Risk Code: 8810
EEOC Code: 8
Pay Cycle: Part-Time

JOB DESCRIPTION

POSITION: ***Special Event Support Assistant***

REPORTS TO*:* TAC Director

JOB SUMMARY

This position provides hands-on support for the setup, operation, and breakdown of special events, programs, and activities held at department facilities and event locations. This position is intended for a staff member who can be scheduled when extra help is needed for moving equipment, arranging spaces, preparing materials, assisting during events, and helping return facilities to order after events are complete. The Event Support Assistant plays an important role in helping events run smoothly, safely, and efficiently.

MAJOR DUTIES

- Assist with setup and breakdown for special events, programs, activities, meetings, performances, receptions, and community gatherings.
- Move tables, chairs, supplies, equipment, decorations, signage, and other event materials as needed.
- Help arrange rooms, outdoor spaces, stages, galleries, and event areas according to event needs and staff direction.
- Assist with loading, unloading, transporting, and storing event-related materials and equipment.
- Help return facilities and event spaces to proper order following events and activities.

- Provide general hands-on support during events and activities as assigned.
- Assist department staff with operational needs before, during, and after events.
- Help monitor event spaces for cleanliness, organization, safety, and readiness.
- Assist with guest flow, supply distribution, basic hospitality needs, or other support duties during events as needed.
- Respond to staff requests for additional support during busy or high-demand event periods.
- Help maintain organization of event equipment, furniture, supplies, and storage areas.
- Assist with preparing materials and supplies for upcoming events.
- Report maintenance, safety, or equipment concerns to the supervisor.
- Help clean and organize facilities and public spaces before and after events.
- Follow directions from supervisory staff regarding event needs, timeliness, and priorities.
- Work cooperatively with department staff, volunteers, vendors, performers, and community partners.
- Support the Department of Tourism, Arts, and Culture in creating successful, welcoming, and well-organized public events.
- Perform other related duties as assigned in support of department facilities, activities, and special events.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to move and arrange tables, chairs, boxes, supplies, and equipment safely.
- Ability to follow verbal and written instructions.
- Ability to work independently and as part of a team.
- Basic problem solving skill and good judgment.
- Ability to work in a professional and helpful manner around staff and the public
- Dependability and flexibility.
- Ability to follow instructions and work as part of a team.
- Willingness to perform physical, hands-on tasks.
- Ability to work efficiently in a fast-paced event environment.
- Positive attitude and professional behavior
- Awareness of safety, organization, and public-facing event needs.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Environment

This position works in a variety of settings, including indoor and outdoor event spaces, public facilities, and community venues operated or used by the City of Fitzgerald Department of Tourism, Arts & Culture. Work may involve fast-paced event preparation, physical setup and breakdown, and supporting staff during public events and activities. Employee will travel between department facilities and event locations when needed. Employee will represent the City of Fitzgerald's TAC Department in a positive and professional manner.

Physical Demands

- Ability to stand, walk, bend, stoop, lift, carry, push, and pull for extended periods.
- Ability to lift and carry moderate to heavy items such as tables, chairs, boxes, and event equipment.
- Ability to perform repetitive physical tasks related to event setup, operation, and breakdown.
- Ability to work evenings, weekends, holidays, and special events as needed.

DRUG AND ALCOHOL COMPLIANCE

- In accordance with the City of Fitzgerald's Drug and Alcohol Policy, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol use.
- Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the workplace or abuse alcohol on the job.
- Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to follow instructions and work as part of a team.
- High school diploma or equivalent preferred.
- Reliable attendance and punctuality.
- Strong communication and interpersonal skills.
- Experience in event setup, custodial support, hospitality, maintenance support, facilities support, stagehand work, or other hands-on service roles preferred but not required.

Reasonable accommodations will be made for otherwise qualified individuals in accordance with the Americans with Disabilities Act.

It is also required of the employee to be dependable, prompt, and accountable for his/her work performance.

THE CITY OF FITZGERALD FOCUSES ON TEAM-WORK AND EXPECTS ALL STAFF TO BE TEAM PLAYERS AND REPRESENT THEMSELVES FAVORABLE TO OUR COMMUNITY