**Events Team Leader Standard Job Description**

**Classification Title:** Events Team Leader

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Events Team Leader, under direction, oversees the set-up and other preparations for meetings and conferences.

**Essential Duties and Tasks:**

**40% Event Coordination and Setup Management**

* Previews daily event schedules to determine set-up requirements.
* Coordinates delivery of required equipment.
* Executes appropriate risk management procedures including crowd control measures.

**30% Staff Supervision and Oversight**

* Supervises assigned staff.
* Monitors buildings and other facilities for maintenance and other issues.

**10% Facilities Maintenance and Monitoring**

* Monitors buildings and other facilities for maintenance and other issues.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Strong interpersonal and organizational skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**