

## Operations Team Member Job Description

**Summary:** The Columbus Downtown Development Corporation & Capitol South, a non-profit development company, is seeking a part-time Operations Team Member to assist with facility operations and event production at the John F. Wolfe Columbus Commons, a park located in downtown Columbus, Ohio.

**Classification:** Part-time, seasonal employee

**Location:** Columbus Commons, located at 160 South High Street, Columbus, Ohio 43215

**Salary/Benefits:** \$16/hour starting pay. Free parking, no benefits.

**Hours:** 15-40 hours per week. Hours will vary based on seasonal operations and event schedules.

**Schedule:** April through November, with frequent nights and weekends

**Reports to:** Director of Operations

**Description:** Operations Team Members support day to day operations at the Columbus Commons. This includes event operations, landscaping, maintenance projects and other responsibilities as assigned. Primary event support tasks are setup and teardown of tents, fencing, ground cover, temporary bars, and other event equipment. Landscaping duties may include mowing, sod removal and installation, planting, painting, cleaning, and other facilities maintenance. Operations team members work under the supervision of the Park Operations Coordinators to achieve goals within pre-determined timelines. This position includes communication with event clients, co-workers, and park patrons in a professional and courteous manner. Work hours may include long shifts and working late to accommodate variable event schedules.

**Qualifications:** One or more of the following skills are preferred: Candidates should have specific experience in one or more of the following areas—landscaping, catering, audio-visual production, construction, sports or event management. Punctuality, effective communication, and a positive client-service mentality are integral to success. At least two years of post-secondary education is preferred.

### Candidates must meet the following requirements:

- At least 18 years of age by April 2019 and have a high school diploma or GED
- Have a valid driver's license and clean driving record
- Ability to pass a criminal background check and drug screening
- Demonstrate ability to lift up to 70lbs using proper lifting techniques
- Ability to use Microsoft word, excel, and outlook for event reporting responsibilities
- Work outdoors for long hours in extreme weather conditions
- Familiarity with tent setup, knot tying, tie down-ratchet straps, and basic hand tools
- Utilize a smart mobile device for communication
- Willingness to commit to working all weekends from May through September

**Application:** Please email a resume, including three references, and cover letter to [humanresources@downtowncolumbus.com](mailto:humanresources@downtowncolumbus.com) with *"Part-Time Operations Staff"* listed in the subject line.

No phone calls will be accepted. Only those candidates selected for an interview will be contacted.