

# Production Team Member

**Closes:** Open until filled

**Status:** Temporary, Part-time (Up to 27 hours a week)  
Non-Exempt, Non-Benefited

**Hourly Wage:** \$18.00



Under the direction of the Production Manager, the Production Crew Member provides support in the production and planning of events in Millcreek and at Millcreek Common.

## POSITION(S) SUPERVISED:

This position has no supervisory responsibilities.

## ESSENTIAL JOB FUNCTIONS

1. Assist with the setup and take down of events, markets, and AV equipment.
2. Prepare Grandview private event space for rentals including setting up tables, chairs, stage, etc.
3. Provide day of support to private events using the client management process.
4. Follow event plans and instructions to ensure all setup requirements are met (e.g., equipment lists, maps, etc.).
5. Help manage and label equipment inventory.
6. Organize, clean, and maintain equipment and storage areas.
7. Collaborate with other event staff to complete assigned tasks.
8. Assist with the coordination of vendors.
9. Run errands including drop-offs and pick-ups of event related materials.
10. Provide exceptional customer service in a courteous, hospitable, and efficient manner.
11. Follow safety guidelines and protocols to ensure a safe working environment.
12. Support volunteer coordination and planning.
13. Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- a. Graduation from high school or GED.
- b. Prior work experience for an employer is preferred.
- c. Prior customer-facing work experience is preferred.
- d. Prior experience working in event production is preferred.

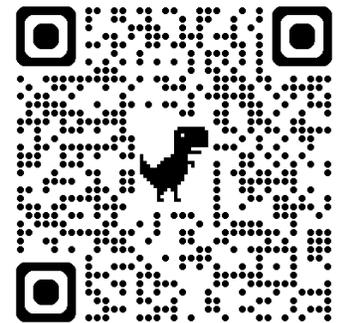
### 2. Special Qualifications:

- a. Valid Utah Class D Driver's License with clean driving record required.

### How To Apply:

Fill out an employment application at [millcreek.us/265/Human-Resources](https://millcreek.us/265/Human-Resources)

or by scanning the QR code below.



### 3. Knowledge, Skills, and Abilities:

- a. Strong customer service and interpersonal skills.
- b. Excellent organizational skills.
- c. Ability to communicate effectively and in a friendly manner.
- d. Ability to demonstrate a high energy and enthusiastic attitude.
- e. Ability to use good judgement and stay calm in fast paced situations.
- f. Ability to make and maintain good working relationships with co-workers and demonstrate a team-oriented attitude.
- g. Ability to follow instructions well and adapt to various situations.
- h. Ability to multitask.

### WORKING CONDITIONS

1. **Environment:** Work is performed in a mixed environment of standard office and indoor/outdoor on-venue at Millcreek Common and occasionally other locations. The nature of community recreation and events requires the incumbent to work outside of traditional hours and workweek.
2. **Physical:** Incumbent must be able to lift at least 50 lbs. and handle more weight with the assistance of logistics equipment. Primary functions require sufficient physical ability and mobility to work in transitional settings between sitting at workstation to being on the move outdoors in the recreation space; to regularly stand, stoop, bend, kneel, crouch, reach, and twist; and to verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction.
4. **Hearing:** Hear in the normal audio range with or without correction.
5. **Attendance:** Due to the nature of this position, incumbent must be able to work flexible hours including day/afternoon/evening shifts, weekdays, weekends, and some holidays.



**OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT DRUG SCREEN AND A CRIMINAL BACKGROUND CHECK IN ACCORDANCE WITH CITY POLICY AND APPLICABLE LAW. CRIMINAL OFFENSES WILL BE REVIEWED ON A CASE-BY-CASE BASIS AND DO NOT AUTOMATICALLY DISQUALIFY A CANDIDATE FROM CITY EMPLOYMENT.**

**E-Verify.** Millcreek participates in the federal Employment Eligibility Verification Program (E-Verify). If hired, your continued employment will be contingent upon confirmation of your eligibility through the E-Verify system.

**Equal Opportunity Employer.** Millcreek is an equal opportunity employer without regard to race, national origin, color, religion, sex, sexual orientation, pregnancy, childbirth, or pregnancy-related conditions, age, disability, gender identity or expression, genetic information, veteran status, or any other classification or status protected by law.

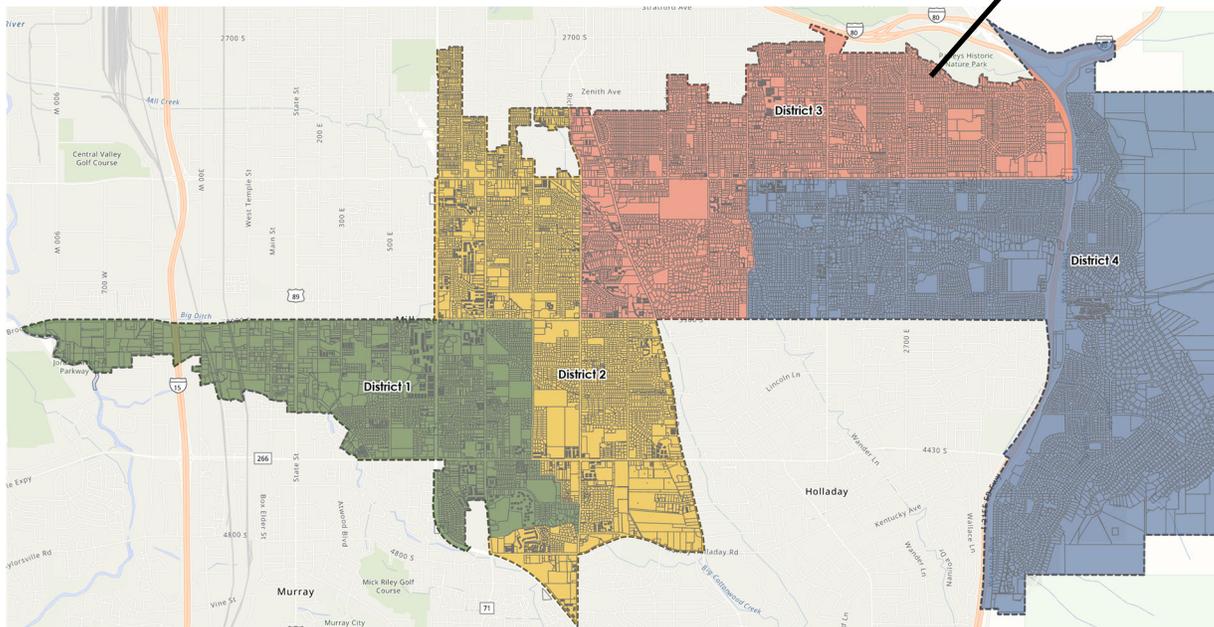
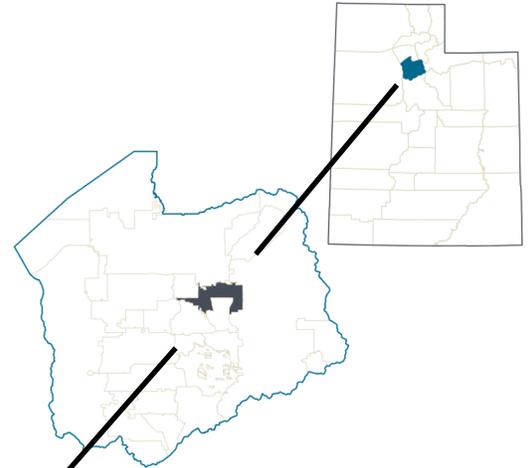
**ADA.** To request accommodation under the Americans with Disability Act (ADA), please contact the ADA Coordinator at [adainfo@millcreekut.gov](mailto:adainfo@millcreekut.gov) or call 801-214-2700.

**Veteran's Preference.** Refer to Title 71 UCA 10 as amended for eligibility requirements for veteran's preference. If you claim veteran preference, you must submit a copy of Form DD-214, certifying honorable veteran status. If you claim disabled veteran preference, you must also submit a letter of verification from the Veteran's Administration dated within the last 90 days. A spouse or unmarried widow or widower of a veteran must also submit a copy of their marriage license as well as the DD-214.

# About Millcreek

**Millcreek incorporated as a municipal government in December 2016.**

Located in Salt Lake County, Millcreek is Utah's 12th largest city with a population of approximately 63,000 people. The diversity of people and access to resources provided to the residents of Millcreek are unparalleled. Many of Millcreek's neighborhoods were founded by pioneers whose descendants continue to live here and welcome the "new American" population to bring rich cultural experiences. A hub for outdoor recreation, Millcreek residents have outstanding access to year-round recreational activities, along with a strong sense of community and volunteerism which make the City an amazing community that our residents are proud to call home.



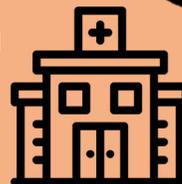
The city's borders stretch from eastern Millcreek Canyon all the way to the Jordan River in the west, with Salt Lake City to the North and Murray and Holladay cities to the south.

## Did you know?

The inventor of the television, Philo T. Farnsworth, worked at the Baldwin Radio Factory in the early 1920's, located at 3474 South 2300 East in Millcreek.



Millcreek is home to St. Mark's hospital, the City's largest employer. St. Mark's employs over 1,500 people, which has helped create a prominent medical hub within the city boundaries.



Millcreek runs from the Jordan River to Millcreek Canyon, which supports Millcreek's motto "connected by nature." It is no wonder that Millcreek is home to many outdoor recreation businesses.



Visit [millcreekut.gov](http://millcreekut.gov) for more information about the city and services provided.