

GAME DAY EVENT MANAGER

Posted July 26, 2022

Overview:

Eugene Science Center, located across the street from Autzen Stadium, hosts and manages football tailgate parking on UO home game days - our largest annual fundraising event.

We are seeking a mature, upbeat, people-person to manage tailgate parking operations on game days. This is a unique position requiring a unique combination of skills, including customer service, problem-solving, rule enforcement, and crowd management. If you like meeting people (and tasting great tailgate food!), don't mind working a long day, and are looking for a little extra spending money this fall, this position could be perfect for you.

This is a temporary, part-time, non-exempt position, 10-14 hours per game day. Pay rate is \$15/hour.

Work schedule:

Must be available to work on all or most home football game days (September 10, 17; October 1, 22; November 12, 19). Specific work schedule on those days will be determined by game times.

Duties & Responsibilities:

- Open and prepare building for parking volunteers.
- Assist volunteers in preparing parking lots for use: put up signs, cones, lights, etc.
- Unlock and prepare lights & portable toilets; restock supplies as required.
- Oversee day-of-game parking pass sales at entry.
- Act as point person for UO radio communications regarding parking operations.
- Monitor and maintain safety and security in parking lots, including patrolling during game.
- Address and resolve issues involving parking patrons and parking lots.
- Direct traffic at parking lot entry/exit after games.
- Close down parking areas: secure signage, lights, toilets, etc.

Skills – Abilities - Attitude:

- Must be 21 or over.
- Ability to stand for long periods of time, perform clean-up tasks, and lift 20 lbs.
- Mature, responsible, and trustworthy.
- Ability to work in a fast-paced environment, think on your feet, and adapt to changing circumstances.
- Ability to remain calm and poised in high stress situations.
- Outgoing personality and experience interacting with people from diverse range of backgrounds.
- De-escalation skills/training helpful.

Working Conditions:

- Outdoor work, rain or shine.
- Large crowds of people.
- Traffic control requires ability to signal traffic and pedestrians using hand signals and verbal commands.

Application Instructions:

To apply, please submit the following:

- (1) a cover letter summarizing your relevant experience and skills,
- (2) your resume, and
- (3) the names and phone numbers of 2-3 professional references. Please indicate how you know each reference.

Email the above to Kim Miller at kmiller@eugenesciencecenter.org. PDF or MSWord attachments are preferred.

Review of applications will start immediately and the position is open until filled. A criminal background check will be required upon selection for the position.

Eugene Science Center is an Equal Opportunity Employer