Event Setup & Inventory Coordinator

Franklin College is accepting applications for the position of Event Setup & Inventory Coordinator. The Campus Event Setup & Inventory Coordinator position centers on planning and managing events of varying sizes and purposes. The position must understand what it takes to make sure the logistics work out, keep everything within the allocated budget, and ensure that events are carried out smoothly. The Event Setup & Inventory Coordinator uses problem-solving skills and determination to overcome challenges and ensure events meet college expectations and standards. This position provides a supportive role in event planning, setup, execution, and cleanup of events.

Essential Functions

- Must complete all setups for any campus event;
- Strive to reflect the Facilities’ mission of Friendliness, Cleanliness, Safety & Service;
- Independent working and pride in a job well done;
- Follow and abide by all safety rules and regulations;
- Expected to be competent in safely moving furniture, setting up tables, chairs, stages and must be willing to develop other skills as necessary;
- Responsible for facilities’ inventory room, not limited to accounting for on-hand supply items and the value of inventory but also resupply items and order information;
- Respond to numerous requests for setups;
- Other duties as assigned by management.

The Event Setup & Inventory Coordinator may regularly work outside of normal business hours and also on weekends. Duties will also include opening the Facilities office and providing limited office support such as answering phones, printing work orders, and helping office staff as needed. When necessary, this position will fill in at the mailroom.

Physical Requirements

- Regularly walking long distances;
- Regularly climbing stairs without assistance while potentially carrying various items;
- Regularly lifting and carrying up to 50 lbs.;
- Pushing and pulling machines weighing 50 lbs.;
- Ability to reach and lift things overhead;
- Possess dexterity;
- Possess the ability to grip things 45# minimum;
- Working in heat and cold regularly.

Responsibilities

This position must respond to a variety of service requests. This position may possibly exercise supervision over student workers from time to time.
Qualifications

· Minimum of a high school diploma or GED from an accredited school or organization;
· 1-2 years setup experience preferred, but not mandatory;
· Excellent verbal and interpersonal skills;
· Ability to adapt to quickly changing environments;
· Excellent organizational and multitasking skills.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume, and contact information for three professional references via the application link Franklin College Staff Application.

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.