



Events Operations Support

Events – Public Relations

ADM-PR/04

\$18.00 per hour

JOB SUMMARY

The Events Operations Support Team Member provides operational and logistical support for community events hosted by the Town of Fort Mill. This position performs manual labor and event support functions including setup, breakdown, transport, staging, and storage of event equipment and materials. The role ensures Town events are organized, safe, efficient, and professionally presented for residents and visitors.

MAJOR DUTIES

- Set up and break down tents, tables, chairs, barricades, staging, signage, and related equipment
- Load, unload, transport, and store event materials and supplies
- Arrange event layouts according to site maps and supervisory direction
- Assist vendors with load-in, setup, logistics, and load-out
- Maintain clean, safe, and organized event sites, including waste management and debris removal
- Assist with pedestrian and traffic flow as directed
- Provide customer service and general information to residents, vendors, and attendees
- Support registration, check-in, and information booths
- Distribute event materials (programs, maps, promotional items)
- Monitor event areas to ensure compliance with Town policies and event guidelines
- Provide basic troubleshooting for minor equipment issues
- Assist with stage transitions and activity area coordination
- Track and report inventory levels before and after events
- Conduct post-event inspections to ensure proper breakdown and storage
- Maintain event vehicles and assist with equipment transport

- Assist with weather preparedness and safety procedures
- Participate in event planning meetings and pre-event preparation
- Complete incident reports and documentation as required
- Serve as a positive ambassador for the Town
- Follow all Town safety policies and procedures
- Performs other related duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of event setup procedures, staging, and equipment handling
- Knowledge of basic safety practices related to public events
- Skill in following diagrams, layouts, timelines, and operational plans
- Ability to operate basic tools and equipment used in event setup
- Ability to communicate effectively with staff, vendors, and the public
- Ability to provide professional customer service
- Ability to work collaboratively as part of a team

SUPERVISORY CONTROLS

The Part-Time Events Operations Support worker is under the direct supervision of the Events Coordinator or designee. Assignments are provided with specific instructions and timelines. Work is reviewed for completion, safety compliance, and adherence to event standards.

GUIDELINES

Work is performed in accordance with Town policies and procedures, event site maps, safety regulations, and supervisory instructions. The employee must exercise judgment in applying established guidelines to varying event conditions and site layouts.

COMPLEXITY/SCOPE OF WORK

The work involves physical labor and logistical coordination in a dynamic event environment. Duties require attention to detail, adherence to timelines, and the ability to adapt to changing conditions such as weather, crowd size, or scheduling adjustments. The scope of work directly impacts the safety, organization, and overall success of Town events.

CONTACTS

- Contacts are primarily with Town staff, vendors, contractors, volunteers, and members of the public. The purpose of contacts is to coordinate event logistics, provide information, ensure compliance with event procedures, and promote a welcoming environment.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The position requires the ability to:

- The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- Lift and carry up to 50 pounds regularly
- Push, pull, bend, stoop, kneel, and perform repetitive physical tasks
- Stand and walk for extended periods of time
- Work outdoors in varying weather conditions including heat, humidity, cold, and rain
- Work evenings, weekends, and holidays as required by event scheduler

** Work is performed primarily outdoors at various Town facilities and event locations. Scheduling is flexible and based on operational needs.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position does not have supervisory or management responsibility.

MINIMUM QUALIFICATIONS

- High school diploma or GED preferred
- Previous experience in event operations, including setup, breakdown, logistics coordination, or venue support preferred

Ability to follow written and verbal instructions

- Ability to interpret setup/teardown diagrams and operational plans
- Must have a valid driver's license
- Reliable attendance and punctuality

ANNUAL EVENT SUPPORT

This position supports Town-hosted events throughout the year, which may include but are not limited to:

- January - MLK Day of Service
- March - Family Fun Day
- April - Pre-Festival Community Events for the South Carolina Strawberry Festival
- May - South Carolina Strawberry Festival
- May - Memorial Day Ceremony
- June - Summer Beach Bash
- July - Independence Day Celebration
- July - Firing of the Cannons
- August - Tribute Fest
- September - Jazz Night in the Park
- October - Scarecrow Crawl
- October - Fall Festival
- November - Veterans Day Celebration
- December - Christmas Village & Lighting of the Tree
- December - Christmas Parade
- December - Cookie Crawl
- December - Cookies with Santa: A Special Experience

**Event assignments may vary based on operational needs.