



Job Description

POSITION:	Setup Supervisor
STATUS:	Part-time, Non-exempt
ORGANIZATION:	16 Tech Community Corporation
REPORTS TO:	Events Director

ORGANIZATION OVERVIEW

16 Tech Community Corporation, Inc. is the 501c3 leading the physical and programmatic development of the 16 Tech Innovation District. 16 Tech is an emerging destination for innovation and entrepreneurship, a 50-acre live-work-innovate community located in downtown Indianapolis that is dedicated to world-changing innovation and economic opportunity.

16 Tech seeks to create an inclusive innovation community through the following areas:

- **Ecosystem Development:** Attract anchors, tenants and partners that connect and strengthen the innovation ecosystem
- **District Experience:** Create a welcoming, inclusive and vibrant culture in 16 Tech
- **Innovation Services:** Ensure a continuum of resources in 16 Tech to advance innovation-driven entrepreneurship
- **Neighborhood & Talent Connections:** Lower barriers for diverse persons to participate in and contribute to the innovation economy

16 Tech Community Corporation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

POSITION OVERVIEW

The Setup Supervisor is a part-time position with a flexible schedule that will be determined by event timing and need. This position will have primary responsibility for setting up and executing on-site client events at 16 Tech. This position will report to the 16 Tech Event Director and work closely with other 16 Tech staff to ensure the successful set up and execution of events. The ideal candidate will possess event management experience and demonstrate attention to detail and initiative, as well as excellent customer service and communication skills.

JOB RESPONSIBILITIES

- Coordinate and supervise the setup process and execution for events held at 16 Tech, including:
 - Lead and direct a team of setup staff, providing clear instructions and delegating tasks as necessary.

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- Ensure all event spaces are set up in a timely manner, adhering to predetermined timelines.
 - Inspect event spaces to ensure they meet quality standards and client expectations.
 - Troubleshoot and resolve any setup related issues that may arise during events.
 - Train new setup staff on proper procedures and techniques, ensuring compliance with safety protocols and venue policies.
 - Collaborate with maintenance staff to ensure event spaces are clean, presentable, and free from hazards.
 - Provide exceptional customer service, addressing client inquiries and concerns in a professional and courteous manner.
- Work with 16 Tech events team to understanding clients' needs and articulate those needs to other parties, as well as maintain event resources, including:
 - Review event orders and client specifications to understand setup requirements.
 - Assist with organizing event equipment, furniture, and decorations, ensuring they are properly stored and readily available for each event.
 - Track inventory of supplies and equipment, anticipating and requesting necessary replacements in a timely manner.
- Collaborate with 16 Tech events team to ensure a smooth transition between event setups.

MINIMUM QUALIFICATIONS AND DESIRED SKILLS

- High school diploma or equivalent; relevant certifications or training in event management or hospitality is a plus.
- Proven experience in event setup, preferably in a supervisory or leadership role.
- Strong organizational and time management skills, with the ability to multitask and prioritize effectively.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with a diverse team and interact with clients.
- Attention to detail and a keen eye for aesthetics to ensure event spaces are visually appealing.
- Ability to work flexible hours, including evenings, weekends, and holidays, based on event schedules.
- Physical stamina and the ability to lift and move heavy objects or equipment.
- Knowledge of safety regulations and procedures related to event setup.
- Familiarity with basic maintenance tasks is a plus.
- Proficiency in using computer software for inventory management and scheduling.
- Highly adaptable and able to move between various tasks with ease.
- Willingness to work in-person, early mornings, and late nights.

If you are passionate about event coordination, possess strong leadership skills, thrive in a fast-paced environment, and are looking for a flexible schedule, we encourage you to apply for this exciting opportunity. To apply please submit resume, cover letter, and two professional references to careers@16tech.com.

16 Tech Community Corporation and related entities are Equal Employment Opportunity and Affirmative Action Employers. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.

More information is available at www.16tech.com.