



Conversion Team Worker Kentucky International Convention Center

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Salary: Commensurate with experience
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will reopen August 2018 to host a full calendar of major conventions, conferences, expos and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

Position Description:

This is a non-merit, non-exempt position that will serve the Kentucky International Convention Center to perform duties including event and room set-ups, changeovers and strikes, including inventory such as tables, chairs, stage pieces and use of mechanical equipment to move this inventory. This position works in a fast-paced environment, of which priorities constantly change, dependent on client needs and event requisites and will work independently at times, but most often within a team. The Conversion Team Worker will directly report to the Conversion Team Supervisor and often interact directly with Event Managers to accomplish delivering a quality event experience to all clients and guests.

Essential Functions:

- Stage and set tables, chairs and other equipment and assist to build stages according to directives, based on stringent timelines and other event requisites.
- Strike tables, chairs, stages and other equipment post-event.
- Communicate effectively on a daily basis with coworkers and supervisors via two-way radio throughout scheduled shifts.
- Operate standard operative equipment including, but not limited to, dollies, flatbed carts, pallet jacks, freight elevators and forklifts (if certified).
- Work effectively with coworkers and management to complete assignments efficiently.
- Provide exceptional customer service internal customers (coworkers, supervisors and event managers), clients and guests.
- Maintain a professional appearance, including clean and maintained uniforms and other attire and a pleasant and professional demeanor at all times during scheduled shifts.
- Participate in business, facility and event operations including moving loads of up to 75 lbs as required.
- Function and work effectively within stressful situations and environments, particularly that of an event-based nature.
- Function and work effectively in facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place, and at times, be present and work in office settings with low to moderate noise levels.
- Work a varied schedule, including typical weekday hours, evenings, nights, early mornings, overnight hours, weekends and holidays as required; frequently work more than a 40-hour workweek, contingent on facility and event requisites.
- Perform relative duties and manage other responsibilities as assigned.

Qualifications:

- Previous event operations experience is preferred.
- Ability to effectively communicate and work collaboratively with coworkers and supervisors.
- Ability to effectively receive direction.
- Ability to manage multiple priorities simultaneously.
- Ability to move up to 75 lbs., with or without assistance.
- Ability to effectively use standard power tools.
- Ability to function and work effectively within stressful situations and environments.
- Ability to maintain awareness and apply compliance of Federal, State and local rules, regulations, policies and organizational best practices.
- Ability to analyze problems, identify solutions, project possible outcomes and implement most effective solution.
- Ability to maintain confidentiality.

Minimum Requirements:**Education:**

- High school diploma or equivalent is preferred.

Experience:

- At least one year of event operations experience for a major event or entertainment facility is preferred.

Additional Requirements:

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

Application Process:

Interested applicants should email a cover letter, résumé and at least three professional references to:

Paul Herberg
Director of Human Resources
Kentucky Venues
paul.herberg@kyvenues.com

The subject line of the email shall state "KICC Conversion Team Worker".

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.