



DEPARTMENT OF

# ARTS BUSINESS AND CULTURE

## Event Support Associate

**Salary:** \$16.00/hour

**Type:** Standby – as needed

**Benefits:** None

**Date Posted:** 3/24/25

### About ABCD

The Arts, Business, & Culture Department is responsible for fostering Salisbury's thriving economic climate through supporting business, expanding economic opportunity, promoting artistic expression, hosting unique experiences, and maintaining regional attractions such as the Salisbury Zoo and Poplar Hill Mansion. By producing signature events, facilitating business incentives, and collaborating with stakeholders, this department strives to make Salisbury a place where arts, business, and culture intersect and flourish.

### Profile

Under the supervision of the Events and Culture Manager, the Event Support Associate performs unskilled and semi-skilled manual tasks involved in preparing a variety of assembly facilities for use, including equipment set up, tear down, cleaning, and conversion as needed for scheduled events. Prepares program equipment such as small sound systems, exhibit booths, and podiums. Minor repair of program equipment and use of basic tools. Also performs various custodial duties including sweeping, scrubbing, mopping, removal of debris and garbage, and litter pickup during event. Performs various other routine maintenance tasks.

### Education

High school diploma or equivalent preferred.

Can be age 16/17 with worker's permit.

### Experience

Knowledge of A/V related gear and experience in custodial/maintenance work preferred.

### Requirements/Certifications

Frequently cleans, stands, bends, reaches, walks, carries, pushes, pulls, and drags objects weighing up to 55 lbs.

Valid state issued driver's license.

### How to Apply

**1** Visit [salisbury.md/apply](http://salisbury.md/apply)

**2** Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

## City of Salisbury, MD

### Classification Description

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Classification Title: Event Support Associate

Grade: Part-time (Standby as needed)

Department: Arts, Business, Culture

FLSA Status: NE

Date: 3/24/2025

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**Position Profile:** Under the supervision of the Events & Culture Manager and in collaboration with the Event Coordinator and Technical Specialist, the Event Support Associate performs unskilled and semi-skilled manual tasks involved in preparing a variety of assembly facilities for use, including equipment setup, tear down, cleaning, and conversion as needed for scheduled events. Prepares program equipment such as small sound systems, exhibit booths, and podiums. Minor repair of equipment and use of tools. Also performs various custodial duties including sweeping, scrubbing, mopping, removal of debris and garbage, and litter pickup during event. Performs various other routine maintenance tasks.

#### **Duties and Responsibilities**

**Administration/Task Completion:** Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Works with a team to ensure event setup, operation, and breakdown flows smoothly.
- Assists with setup of sound systems, tables and chairs, tents and other event supplies.
- Performs cleaning and sanitation duties during events.
- Follows direction and asks questions if the task is unclear.
- Works in an efficient and timely manner.

**Skills Proficiency/Technical Aptitude:** Willing to learn safe use of tools and equipment.

- Conducts tasks in a safe and conscientious manner.

**Leadership/Role Model:** Maintains high standards of work ethic and integrity

- Represents the city with positive interactions throughout the course of an event.

**Stewardship/Resources:** Safeguards equipment, supplies and materials.

- Coordinates the deployment, storage and maintenance of event equipment and supplies with Events Technical Specialist and Event Coordinator.

**Development/Professional Development:** Participate in opportunities to learn new skills

- Works with staff to understand event logistics and communication.

### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

### **Education and Experience**

- High School Diploma or equivalent preferred.
- Can be age 16/17 with workers permit.
- Knowledge of A/V related gear and experience in custodial/maintenance work preferred.

### **Certificates, Licenses, Registrations and Skills**

- Valid State Issued Driver's License.

### **Physical Requirements**

- Work requires no unusual demand of physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.