



Job Description

Event Logistics Team Member

Division: Operations

Team: *Front of House*

Responsible to: Event Logistics Team Leader

Last Updated 01 November 2023

At the Edinburgh International Conference Centre our vision is:
to create an environment which inspires ideas that change the world

Primary Function:

Our Event Logistics Team Members are integral in supporting the Edinburgh International Conference Centre with our vision. They work collaboratively with the wider Operations Team to ensure our delegates and clients receive world class delivery by facilitating the set-up, breakdown and turnaround of all conference, banqueting and event layouts.

Key Responsibilities:

- The set-up, break down and turn arounds for event rooms as per the event schedule.
- Safe movement of furniture and equipment through the building, adhering to manual handling procedures.
- Carry out a thorough check of all client areas on a daily basis to ensure these are fully set as per the event schedule and EICC standards.
- Conduct daily briefings with Casual Team Members and support the team to ensure task lists are completed.
- Ensure appropriate handovers are completed for next shift / following day.
- Ensuring storage areas are clean and tidy and that all furniture and equipment is well maintained.
- Management of EICC furniture and equipment inventory.
- Fully competent with regard to emergency procedures and be able to assist in an emergency evacuation.
- Support the Front of House Team with hosting duties as required. This includes providing a warm welcome to visitors, directing them within the venue and delivering great customer service.
- Provide support and assist with accessibility requirements.
- Assist in recruitment activities for the Casual Team and implement appropriate training and development.

Personal Attributes:

The post holder will ideally possess the following personal attributes;

- Leading by example
- Attention to detail and strong organisational skills
- Works well under pressure
- Excellent communication skills
- Professional work ethic and a “can-do” attitude
- Approachable and flexible
- Punctual and presentable
- Honesty and Integrity
- Team Player

Key Selection Criteria:

- Customer Service experience
- Supervisory experience (desirable)
- A high level of interpersonal skills
- Excellent time management skills
- Competent in using Microsoft Office and IT systems
- Manual Handling Training Certificate (desirable)
- First Aid at Work (desirable)

Acknowledgement:

This Job Description may be subject to periodic review, and Team Members will be expected to take on such variations as are consistent with the level of responsibility and function of the role.