

## Building Manager Position Description & Information Sheet

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Contact Union Administration Building Managers at 801-581-5888 for questions or concerns  
Please turn in application & resume to the Union Administration Office **no later than April 14, 2017**

### **Position Description**

Morning & Night Building Manager shifts are available. Building managers are the jack-of-all-trades for the Union building and handle many different situations. Every day there will be the usual procedure but also a variety of different problems to solve or tasks to undertake. Building managers need to have excellent time management, be efficient and productive workers, and have the ability to multitask.

Managers have a great amount of responsibilities and privileges; they are entrusted to be model employees and represent the A. Ray Olpin Union Building. If accepted for this position, you will also be responsible for caring out the tasks of the building manager. We work together as a team during some events including Crimson Nights, Red Fest, and Grand Kerfuffle and we work on our own normally during shifts.

### **General Manager Responsibilities Include:**

- Security of the building and its employees/ visitors/ students. Working with the security cameras and walking through the building to ensure all is going well.
- Opening or closing the building (depending on shift)
- Event management and set ups including assisting the set up crew with putting up equipment or furniture for an event as well as cleaning up after events.
- AV set up including but not limited to projectors, speakers, and microphones.
- Customer service including answering questions, assisting events with AV help or concerns
- Responsible for maintaining the building safety including carrying out emergency procedures during fire alarms, earthquakes, etc.

### **Dress Code:**

- Khaki, black, or gray work slacks (no jeans or shorts permitted)
- Look professional and clean
- Union provided work shirts are required
- Close toed and heeled shoes

### **Training Description:**

Training will require the newly hired manager/s to clock in during different shifts and work with as many different managers as possible. Night, morning, and weekend shifts are required for training. During training you will go over how to use the speakers, sound mixers, and equipment; learn how to properly set them up and put them away. Also you will learn projectors and computer set up.

Managers handle different tasks that cannot always be foreseen and therefore covered by training. It is up to the manager on shift to problem solve and handle many different situations but the training will help prepare you.

Hours of Work:

Work 20 hr. per a week

Usual Hours: 8am-3pm Monday-Thursday (Morning Shift)  
3pm-11pm Monday-Thursday (Night Shift)

8am-4:00pm Friday-Saturday (Morning Shift)  
4pm-12am Friday-Saturday (Night Shift)

11am-4pm Sunday (Morning Shift)  
4pm-9pm Sunday (Night Shift)

Weekly Required Meeting Monday 3pm-4pm

\*You will have two-three of these shifts as your normal scheduled shifts after training.

\*During manager training you will work with every manager on different shifts to gain knowledge and understand the procedures and methods of the job.

Position Amenities:

- Free rental books from the Bookstore via the Union for Fall & Spring Semesters
- Job Pay Starts at \$9.50 with a raise after your 90 day work probation period
- Get paid every 7<sup>th</sup> and 22<sup>nd</sup> of each month

Position Requirements:

- This is a University of Utah student job; you are required to be a current enrolled University of Utah student. Resume and filled out application required for interview
- Able to lift speakers and equipment that weighs around 20-50 lbs.
- Must be an efficient and productive worker with an ability to react quickly under pressure
- AV background not required but favorable especially in Sound and Speaker systems
- Working cellphone that you can be contacted on

## A. Ray Olpin Union Building Manager Application

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**Please attach a copy of your resume and references to this application and turn into the Union Administration office no later than April 14th, 2016.**

Contact Information:

Name:

University ID #:

Cellphone #:

Email Address:

Age:

Please answer the following questions to the best of your ability.

What is your intended major/s in school?

How many years do you have left in school?

Do you currently have a job or internship?

Please describe your schedule including classes, extracurricular activities, and other jobs or volunteer work:

Why are you interested in the A. Ray Olpin Union building manager position?

Why would you be a good fit for the position?

Do you have any experience hooking up computers to projectors? Please explain.

Do you have any experience with speakers, microphones, lavalieres, and mixers? Please explain.

Do you have previous experience with event setup or management before? Do you have previous experience in the customer service field before?

How would you define yourself? What is your work ethic?

Are you comfortable working with a team but also working mostly on your own?

Do you do well multitasking? Would you define yourself as a problem solver?

May we contact your references & previous employers?

## Current Hours of Availability Sheet

Please mark with an X or shade in the blocks of time when you are **not** available.  
Write schedule below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							

Schedule with exact times: (Please include extracurricular activities)