

Operations and Venue Management

Casual Venue Logistics Operative

REPORTS TO: Venue Logistics Manager

DIRECT REPORTS: NA

JOB PURPOSE

To assist with the physical changeover of all areas of the M&S Bank Arena, Convention Centre and Exhibition Centre Liverpool from event to event to meet organisational needs and plans.

MAIN DUTIES AND RESPONSIBILITIES

- Set-up and de-rig allocated rooms and areas of The ACC Liverpool Group including change over for alternative use, to meet specified timeframes.
- Facilitate the correct storage of all equipment and furniture to ensure all storerooms and their contents are kept clean and report any defects to furniture and equipment immediately.
- To undertake light maintenance and cleaning duties as instructed by the Venue Logistics Manager.
- Support the Senior Venues Operative to ensure basic repair and maintenance on equipment is undertaken as deemed appropriate.
- Assist production companies/clients/service partners etc with the load in and load out/deliveries within the venue incorporating the use of forklift trucks (trained and licensed personnel only)/pallet trucks/trolleys etc where necessary to ensure successful delivery of events.
- Assist production companies/clients/service partners etc with build-up and break downs – general maintenance duties incorporating the use of mewps (trained and licensed personnel only) where necessary.

- To undertake exhibition and general event mark outs as requested by the Venue Logistics Manager.
- To fulfil the porter role throughout The ACC Liverpool Group as and when required.
- Assist the Senior Venue Logistics Operative and Venue Logistics Manager to ensure client needs are met.

GENERAL

- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

Signed by Employee:

Date:

Signed by Line Manager

Date