



Seasonal Event Operations Crew Position Description
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I. **TITLE:** Event Operations Crew
FLSA: Seasonal, Part-Time, Hourly

II. **ORGANIZATION AND POSITION SUMMARY:**

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Phase 1 opened in August of 2021 and includes Waterloo Park and the Moody Amphitheater. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

Live Nation Entertainment is the world's leading live entertainment company, comprised of global market leaders: Ticketmaster, Live Nation Concerts, and Live Nation Media & Sponsorship. Ticketmaster is the global leader in event ticketing with over 500 million tickets sold annually and more than 12,000 clients worldwide. Live Nation Concerts is the largest provider of live entertainment in the world promoting more than 30,000 shows and 95+ festivals annually for nearly 4,000 artists in over 40 countries. These businesses allow Live Nation Media & Sponsorship to create strategic music marketing programs that connect over 900 brands with the 86 million fans that attend Live Nation Entertainment events each year.

WGC and Live Nation are seeking motivated and experienced individuals to join the seasonal Venue Operations Team at Waterloo Park's Moody Amphitheater in Austin, TX. The Event Operations Crew position will be part of the venue team executing WGC C3/Live Nation concerts, co-productions and community events. The Event Operations Crew will ensure the venue and related processes and procedures operate at the highest standards and within the scope of WGC/Live Nation policies and procedures. The ideal candidate will have proven experience in event and venue operations as well as working well alongside additional operations team members. The Event Operations Crew member will be an employee of WGC reporting to the Moody Amphitheater



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Operations Coordinators and will work in collaboration with vendors and contractors who operate within the venue. The Event Operations Crew will work on a part-time, seasonal basis during the concert and community programming season, spanning from March – November.

III. ESSENTIAL FUNCTIONS:

- Supports in the execution of venue operations for concerts and community programming, including but not limited to, hands on front of house and back of house set up and teardown (setting concert chairs, signage installs, tent set up, storing of assets, preventive maintenance on equipment, and ongoing venue production needs)
- Ensure optimum operating condition of all facility equipment, such as, crowd control devices, chairs, chair carts, signage, pop-up tents, and stage equipment
- Work in conjunction with approved subcontractors and third-party vendors to ensure safe, efficient and successful events
- Periodically manages work crews of up to 20 stagehands and site operations staff during event builds and event teardowns
- Effectively manages task lists to accomplish tasks quickly and efficiently
- Implementation and execution of all WGC and Live Nation policies, procedures and programs and ensuring that company standards are maintained
- Commit to providing a safe and enjoyable facility for guests and employees
- Assist with operations needs associated with venue rental, special events, and community programming in the venue in collaboration with WGC staff
- Other duties as assigned

IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The work environment consists of a loading dock, along with the facility building structures and grounds. The amphitheater facility work schedule will vary as the concert and community programming schedule permits. Must be able to lift 50lbs.

V. EDUCATION AND EXPERIENCE:

- Experience as an operations crew member, or a comparable role, preferred
- Knowledge of typical venue set up and event operations is required
- Able to work alongside operations crews of up to 15 crew members
- Excellent oral and written communication skills are essential
- Hands-on approach to venue set up and tear down



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- Forklift and heavy equipment experience a plus
- Entertainment industry experience a plus

VI. COMPENSATION:

\$20 per hour

VII. TO APPLY:

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional reference via email to jobs@waterloogreenway.org.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway and Live Nation Entertainment strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

