JOB DESCRIPTION

Job title: Setup Crew
Reports to: Festival Setup & Derig Team Leader
Department: House
Direct reports: N/A
Date: February 2019

JOB PURPOSE & GENERAL INFORMATION

MAIN DUTIES AND RESPONSIBILITIES

- Carry out the setup and derig of Students’ Association festival sites.
- Move and store furniture on and in between sites.
- General maintenance.
- Assembling furniture and bar/catering outlets.
- Dressing bar and catering units.
- Working internally and externally to move materials, equipment and finished items on and between sites.

Staff Management, Development & Support

- To adhere to the relevant policies and procedures, including fire, health and safety, and customer service.
- To maintain communication throughout and out with the department
- To maintain standards

Standards & Service

- To maintain the security of the buildings and grounds, ensuring the premises are vacated and securely locked and alarmed at the end of the evening.
- To ensure that the premises are maintained to a high standard
- To maintain a calm and controlled attitude.
- To complete all appropriate safety checks, to maintain appropriate logs and to complete any appropriate reports relating to premises maintenance, safety or security.
- To ensure operational procedures and agreed standards of cleanliness and hygiene are implemented, including practices as stipulated by Environmental Health.

Business Development & Efficiency

- Prioritise individual workload effectively and efficiently, taking appropriate action to ensure urgent problems are resolved as quickly as possible

Health, Safety and Security

- Monitor vehicle activity on and in close vicinity of the premises,
- Complete all appropriate safety checks before any event, maintain appropriate logs and complete any appropriate reports relating to customer behaviour, premises maintenance or safety.
### Human Resources

#### JOB DESCRIPTION & PERSON SPECIFICATION

- Attend all safety briefings and adhere to all instructions

### KEY RELATIONSHIPS
- Estates Team
- House & Security Teams
- Festival Partners

### Other:
- The Students’ Association’s overall vision is that *all students at Edinburgh should have the power to shape their own future and enjoy a vibrant and cohesive student community where everyone is valued and respected*. Our staff have an essential part to play in achieving this vision. Every staff member at the Students’ Association, wherever they work, has the same responsibility.
- A commitment to the delivery of the Students’ Association’s Strategic Plan through the implementation of departmental plan activities
- A positive and respectful attitude to all Students’ Association staff, its management, the organisation as a whole, and its members, clients and partners
- To ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students’ Association as an organisation.
- Adhere to and support Students’ Association’s Ethical, Environmental and Health and Safety policies and procedures
- A commitment to training and development of self and others
- Any other appropriate duties as reasonably required by your line manager, Departmental manager or Senior Management
**PERSON SPECIFICATION**

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**Person Summary:**
A customer focused, committed person with a consistently professional approach to all their duties and a considerable eye for, and attention to, detail. A person who has a strong working knowledge of Health and Safety legislation and best practice guidelines.

A person with very high expectations of themselves and others, with a passion for detail and the ability to maintain delivery at a consistently high standard.

**ESSENTIAL:**

**Personal skills and attributes:**
- Strong attention to detail and a pride in maintaining accurate records.
- A reasonable level of physical fitness.
- A commitment to and understanding of ongoing staff professional development.
- Excellent communication and interpersonal skills.
- Strong organisational skills and the ability to prioritise.
- The ability to build and maintain good working relationships with fellow staff and members/customers.
- A willingness to learn new skills as required and undertake appropriate training.
- The ability to demonstrate a positive, helpful and welcoming attitude to members, other staff and customers and the ability to build and maintain good working relationships with fellow staff.
- The ability to maintain a mature and calm disposition.
- High personal standards of performance and pride in your work.
- Smart and clean personal appearance.
- Enthusiasm, imagination and ambition.
- Flexibility in terms of hours worked/shift patterns and the ability to work in the evenings and weekends.

**DESIRABLE:**

**Knowledge and Experience**
- A good working knowledge of Health and Safety issues.
- First Aid Certificate.
- Driving licence.
Shared Values:
Our core values are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students’ Association.

- Students first
- Home from Home
- A place for all
- Power to change

Shared Competencies:
- Communicating effectively
- Customer Focus
- Delivering results
- Initiative & Creativity
- Leading & Developing Teams
- Teamworking

For each of the above competencies, our competency framework describes the specific behaviours you need to demonstrate in this role. Within the competency structure, this is a Level 2 position.