

Job Profile

Job Profile Name:	Event Leader
Job Code:	CADC-00005
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Greets clients and answers specific inquiries with a positive attitude.
2. Organizes staffers at events.
3. Collects admission tickets.
4. Assists at the concessions area.
5. Sets up and takes down equipment for event.
6. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work