



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC.

Job Announcement

Association Event Set-Up & Audio-Visual Technician

Full-time/Hourly - \$12 to \$14 per hour depending on experience.

COMMUNITY PROFILE

Sun City Anthem (SCA) is a Del Webb developed community located in Henderson Nevada just south of Las Vegas. Developed in 1998, it is the state's second largest Common Interest Community, and the City of Henderson is the second largest in the state with 300,000 residents. The beautiful and expansive community covers 3,500 acres with 7,144 homes. SCA has approximately 12,500 total residents.

The community is governed by a seven-member Board of Directors that typically serve two-year terms. Amenities and facilities include three clubhouses with 130,000 square feet of indoor recreational space including three indoor swimming pools, two outdoor pools, tennis courts, pickle ball, bocce, 300 seat theatre, fitness centers, group exercise rooms, privately owned and operated day spa, and a grand ballroom.

SCA has over 50 chartered clubs and operates its own television station. They maintain a Community Patrol, Community Service Group, Neighborhood Watch, and Emergency Preparedness.

POSITION SUMMARY

This is a full-time staff position reporting directly to his or hers shift supervisor and/or in his or her absence to the Assistant Facilities Manager. This position serves as an event set-up and audiovisual technician for the community association ("Association") at Sun City Anthem. Responsibilities include providing residents and guests with prompt, courteous and efficient service with all audio-visual needs. Ensure that all support and service is conducted by trade code and fulfilled in a manner consistent with the standards, goals, and objectives of the Association.

SKILL AND ABILITY REQUIREMENTS

- Must be able to multi-task.
- Must be able to work effectively and cheerfully in any environment and maintain a professional level of customer service.
- Must have basic computer skills.
- Ability to work and complete assignments.
- Ability to see well enough to read faint writing or printing, with corrective lenses if needed.
- Must be able to interact with all types of personalities.

2450 HAMPTON ROAD, HENDERSON, NEVADA 89052

(702) 614-5800 OFFICE (702) 614-5813 FAX

- Must be mentally alert always and demonstrate good reasoning skills.
- Must be able to manage one's own time efficiently.
- Choose the most appropriate actions for each situation.
- Actively look for ways to help people.
- Review information to develop and evaluate options and implement solutions.
- Must be meticulous, dependable, self-motivated, organized, detail-oriented, flexible, and able to prioritize. Able to function effectively under stress, time constraints, and with potential interruptions.
- Must be able to work in small and confined spaces for extended periods of time.
- Capable of working extended hours, to include weekends and holidays, as necessary.
- Technical understanding to run Audio/Visual equipment systems, and train others to run Audio/Visual equipment systems.
- Must be able to drive appropriate vehicles and possess the necessary driver's license required by the state with an acceptable driving record.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Essential responsibilities may include but are not limited to the following:

- Set-up meeting rooms, auditorium, courtyards, outside patios/terraces, bocce court/tennis, fitness center and other areas for various functions, events, and meeting in a proper and timely manner. This includes moving tables, chairs, piano, and equipment to and from storage areas and other meeting rooms. Post signs and banners indoors and outdoors. Assist with props and decorations.
- Connect and test sound boards, speakers and computers and any other equipment needed for events.
- Operate audiovisual equipment for live functions, meetings, and events.
- Maintain equipment inventory of all audiovisual equipment, tables, and chairs.
- Adhere to preventive maintenance schedule on audiovisual equipment. Schedule repairs on equipment as required.
- Take down room arrangements i.e., chairs, tables, A/V equipment, etc. and store in designated areas.
- Clean up, vacuum, store and dispose of items from meetings as required.
- Attend weekly room layout meetings and review activities calendar with events.
- Use computer to login, read and print set-up orders carefully for details and follow each instruction noted on the form.
- Maintain constant contact with activities to assure adequate room set-ups for various functions, additions, or cancellations from a calendar.
- Interact with residents and members of the public as required.
- Comply with the Community Association safety program and meet OSHA requirements and standards.
- Perform other duties and projects as directed by the Facilities Director or Facilities Managers.

PHYSICAL REQUIREMENTS

- Position involves sitting, standing, stooping, kneeling, pushing, shoving, lifting, carrying, and moving objects that can weigh up to 80 lbs. This movement can occur throughout the day. Must be able to transport oneself not only around the common areas but also around the Association and facilities. Must be able to drive a car and possess a valid Nevada driver's license.

WORKING CONDITIONS

- This position will alternate between working indoors in a controlled climate and with proper lighting, to an outdoors setting with variable climate and lighting.
- May be required to work with toxic and/or dangerous chemicals. (Training and Personal Protective Equipment will be required to safely execute this requirement)
- Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
- For safety reasons, an employee must remain alert to working conditions and aware of safety, health, and environmental concerns.

EQUIPMENT USED

- Audio-visual equipment, laptops, projectors, video screens, sound speakers, microphones (XLR and wireless), sound and mixing boards, connecting wires and cables, and others as may be required.

REQUIRED EDUCATION, TRAINING, AND WORK EXPERIENCE

- High School diploma, GED or equivalent.
- Previous work-related experience.

SAFETY

- Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

TO APPLY:

Sun City Anthem
2450 Hampton Rd
Henderson, NV 89052

Click here for more details [SCA Career Center](#)

OR

Email Human Resources at michelle.jeannest@scacai.com

NO PHONE CALLS

EOE

DFWP