Job Title: Magic Christmas in Lights Associate

Reports To: Magic Christmas in Lights Manager

Department: Christmas

Supervisory Responsibility: None

FLSA: Non-exempt

Full Time Position: Hourly wage, minimum 40 hours per week

Position Summary: Working year-round in support of annual events such as the Magic Christmas in Lights holiday event and festival (and other exhibitions as appropriate,) this position assists with work on all exhibit set pieces and other equipment (lights, cords, etc.), set-up and takedown of the exhibit, and assisting with the operations of the show once it commences each year. Major tasks include, but are not limited to, takedown of the previous year’s show, cleanup and rewiring of set pieces, creation of new set pieces or show elements, set-up for the show, and operation of the show.

Primary responsibilities:

* Receive and unpack new show materials in a timely manner
* Efficiently wire set pieces with lights
* Properly dispose of waste or out-of-date materials
* Test and troubleshoot all show components
* Set-up all set pieces
* String lights in trees
* Ensure all lights and pieces are in working order
* Deinstall exhibitions to ensure items are in good shape for the following year, and minimize impact to plants and physical plant
* Supervise volunteer in assisting with installation and deinstallation
* All other tasks and duties as assigned

Knowledge, Skills and Abilities

* Strong work ethic and an attitude of safety
* Ability to lift and carry 50+ pounds
* Ability to climb ladders without fear of heights
* Previous experience operating a bucket lift preferred, but not required
* Artistic ability in manipulating lights onto set pieces
* Finger dexterity over long periods of time
* Ability to work outdoors for extended periods of time in climatic conditions typical to Mobile, Alabama
* Availability on nights and weekends during Magic Christmas in Lights and the Gulf Coast Chinese Lantern Festival show times
* Excellent skills in working with light strings, set pieces to which lights are attached, wrapping trees and shrubs with lights, etc.
* Ability to learn new skills quickly; ability to reproduce those skills repeatedly and accurately
* Bearing an eye toward detail, and being able to work on detailed projects for long durations
* Ability to work effectively and cohesively with other employees
* Strong interpersonal and communication skills
* Valid driver’s license and reliable transportation to arrive at the worksite on a regular, timely basis

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Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

HR signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_