	<b>POSITION DESCRIPTION</b>
	<b>Title: Production Associate</b>
	<b>Reports to: Production Manager</b>
	<b>FLSA Classification: Non-Exempt</b>

### **Position Responsibilities:**

This position will have overall responsibility for the successful operation of the Rental Warehouse and will require an organized & safe storage, maintenance, accurate and on-time delivery and return of event rental inventory.


The production associate will ensure that all pack list & rental items are loaded and secured for delivery & setup on event site and that all assets are safely returned to the warehouse.

We are currently recruiting production associates with lighting and sound experience for small to large scale event setups at our Richmond, VA location. This is a part-time and full time hourly position with expectations to work well with others in the department on a daily basis, both in the warehouse and on event site. The ideal candidate possesses the ability to work independently and efficiently as well as working with a team. Able to work extensive hours + weekends. Flexible schedule is a must.

### **Major Duties:**

- Install lighting/sound equipment for a wide variety of events
- Maintain company fleet and drive box trucks to and from event site
- Rental Inventory
- Working on event site to help produce events
- Preparation of inventory to satisfy scheduled deliveries and pickups for daily orders.
- Manage event load in and out with event supervisor.
- Ensure timely return, processing, cleaning and re-stocking rentals into inventory.
- Maintain all warehouse equipment in safe and working condition.
- Maintain all company vehicles in safe and working condition.

### **Competencies:**

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Integrity, Leadership, Initiative, Judgment, Organization/Planning, Self-Awareness, Adaptability, Generous Listening, Customer Focus, Team Player, Communications Oral/Written, Problem Solving/Resourcefulness, Relationship Building, Sense of Urgency/Deadline Driven, Confidence

#### **Required Qualifications and Education:**

- Clean & Valid Driver's license
- Previous lighting, audio, and/or visual experience
- Flexible Schedule
- Strong communication and organizational skills
- Reliable mode of transportation
- Weekend Availability
- Willingness to work later than scheduled and overtime as needed
- Ability to work consecutive shifts and maintain quality of performance
- Ability to communicate routinely by phone
- Ability to climb ladders 12 feet or taller
- Ability to be on your feet for up to 12 hours
- Ability to repeatedly lift/carry 75-100 lbs
- Ability to work in extreme temperature differences

#### **Physical Requirements:**

- Ability to lift 50-80 lbs.
- Ability to communicate routinely via phone, personal contact and via computer
- Walking, standing, sitting required throughout the typical business day
- The ability to work in heat, non-air-conditioned environments
- The ability to regularly & repetitively bend, carry, climb, grasp, kneel, lift, pull, push, reach, sit, stand, twist, walk