

2019 EVENT & EXECUTION SET TEAM

Job Title: Set Team Member

Location: Sturgis Buffalo Chip

The Set Team reports to Event & Execution Manager (Sponsorship Department)

Job Description:

Set Team members are the backbone of the sponsorship department and execute the set up and tear down of all sponsorship department events and signage before, during, and after rally. This job is almost entirely on location at the Sturgis Buffalo Chip, and requires a willingness to adapt to change, creative problem solving, and a positive can-do attitude. You will be part of a tightly-knit, hard-working and fun team and must work well – rain or shine – with a small group of people day in and day out.

Duties and responsibilities:

- Follow production and events schedule as assigned by Event & Execution Manager
- Inventory, maintenance, installation and tear down of Sponsorship signage around the campground
- Asset storage, distribution, and maintenance • Logistics and tactical problem solving
- Fulfillment of swag bags
- Event prep and tear down (duties as assigned)
- Check in/out storage keys and set team loan vehicles
- Follow Chip Shop procedures for refueling and servicing loan vehicles
- Support sponsorship activations as needed

Requirements:

- Ability to climb ladders, carry 40 lbs., and operate simple power tools (or learn)
- Work well on a small team day in and day out
- Excellent communication skills (being reachable and responsive is key)
- Must have a clean driving record and current driver's license
- Creative problem solving skills
- Ability to make good decisions autonomously
- Ability to take direction and complete even the most mundane tasks with a good attitude
- Integrity and task follow through

Please submit your cover letter (required) and resume to: kris.sammons@buffalochip.com or drop off in person at the Sturgis Buffalo Chip Main Office 20622, Fort Meade Way, Sturgis, SD 57785.