McAlister Auditorium Job Description:

BUILDING MANAGER

POSITION SUMMARY
The Building Manager will have direct responsibility for facility management and student employee supervision in the absence of professional staff. The Building Manager will make rounds during his or her shift to check on groups using the facility, perform risk management inspections, secure space, and disseminate information to the general public. The Building Manager will have primary responsibility for accomplishing set-ups and will provide event management as needed.

MINIMUM QUALIFICATIONS

1. Must be a Tulane student, sophomore standing or higher.
2. Strong demonstrated supervisory and interpersonal skills. Ability to work with diverse user groups.
3. Must be mature, professional in manner and appearance, and articulate.
4. Demonstrated experience in conference and meeting set-ups.

KEY RESPONSIBILITIES


2. Review Operation Sheets for the current and following day’s meetings. Assist with meeting room and event set-ups. Ensure that public meeting areas are properly set up to accommodate scheduled activities. Remove and secure equipment at the conclusion of each event.

3. Complete facility rounds, ensuring that all policies are enforced and that only scheduled activities are taking place. Open the Information Center. Check building for cleanliness and health or safety hazards. Report any deficiencies or concerns in the Building Manager report.

4. Assist in answering incoming calls as needed. Direct callers to the appropriate office or employee. Answer inquiries about upcoming events and provide general
university information. Assist walk-up patrons and visitors with questions, information, and directions.

5. Provide general supervision for all public meeting areas within McAlister Auditorium.

6. Set up and tear down up to 4 tables used for booth space at the Pavilion. Police booth and banner spaces to ensure correct sponsoring organizations are represented.

7. Assist the professional staff with various office tasks, errands, and projects as needed.

8. Handle any emergency, accident, or incident that may occur during a shift. Act as a liaison with TUPD and TEMS. Complete any necessary documentation.

9. Close and secure the Information Center. Clean up immediate area, shut off computers, and secure phones, keyboard, sandwich board, and radios. Collect and log all lost items, and lock valuables in the storage closet.

10. Attend departmental orientation, in-service sessions, and scheduled staff meetings as required.