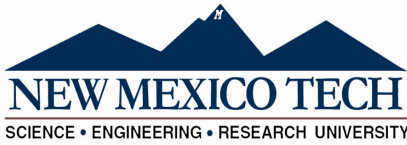


**Posted:** February 27, 2024



## POSITION ANNOUNCEMENT

**TITLE:** CONFERENCE ASSISTANT/ BARTENDER

**DEPT:** AUXILIARY SERVICES

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$15.00-\$16.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

**INTERNAL POSTING THROUGH:** March 6, 2024\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

This position will be required to bartend, set up banquet equipment, prepare computer equipment for use and other audio/visual needs as dictated by customer contract. This position will also assist Macey Director and Macey Asst. Director of Operations in preparing facility for conferences, special events.

### JOBS FUNCTIONS:

- Assist Director or Assistant Director with conference or event set up and strike 95%
  - Regularly moving banquet equipment including tables and chairs
  - Conduct event set up and strike
  - Responsible for audio visual requirements
  - Bartending events
- Assist Technical Director with execution of all aspects of theatrical productions 5%
  - Loading and unloading
  - Rigging
  - Hanging fly rail items or rigging
  - Hanging lighting instruments
  - Cleaning theatre facilities

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Must possess NM Alcohol Servers license. Must currently hold a driver's license.

### LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	O
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 40%	Sitting	Walking	Pulling
Pushing 10%	Lifting 30%	Stooping 5%	Kneeling
Crawling	Climbing 10%	Reaching 5%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)