

# Job Description: Production Assistant

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 [spartanglobal.zendesk.com/hc/en-us/articles/211065103-Job-Description-Production-Assistant-](https://spartanglobal.zendesk.com/hc/en-us/articles/211065103-Job-Description-Production-Assistant-)

## Major Duties and Responsibilities:

- Responsible for inventory and set up Café (beverages and snacks on display).
- Point of contact for local labor and Volunteer staff.
- Source lunches using set budget for all staff and volunteers onsite daily.
- Pre-event set up, including obtaining lunch sponsorships for the event.
- Collection of receipts from all directors and reconciliation for onsite purchases.
- Manage errands for essential materials for on-site build crew involving the use of up to 26- foot U-Haul trucks, flatbeds, and trucks.
- Label and track all radios for build and festival staff for the entire build cycle.
- Work with the procurement department to order supplies for the following race.
- Inventory all staff t-shirts and volunteer t-shirts and sweatshirts following the event.
- FedEx product and goods post-event.
- Assist Race Director, Build Director, and Festival Manager as needed including sourcing materials from local vendors as needed.
- Oversee the inventory, packing, and loading of all items from Base Camp into the trailers for shipping to next event.
- This description reflects management's assignment of essential functions, it does not restrict other tasks that may be assigned.

## Qualifications:

- Compliance and completion of all safety training.
- Military background including veterans are encouraged to apply.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before groups of volunteers, contractors, and employees (read and speak conversational English).
- Willingness and ability to travel 11+ days at a time with approximately 100% travel.
- Frequently works 10-15+ hour days in outdoor, adverse conditions for extended periods of time.
- Demonstrate full range of movement including but not limited to lifting, standing, bending, reaching, twisting, and crawling.
- Occasionally lifts, pushes, pulls, and moves equipment and material weighing up to 50 pounds.
- Regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls.
- Have experience and confidence with the operation of all motorized equipment.
- Have a proven attention to detail and keen sense for organization and cleanliness along with exceptional time management skills.
- Confidence in a sales and marketing environment.
- Be familiar with hand and power tools a plus.
- Thrive in a fast paced high stimulus environment and be able to multitask.
- Be an excellent creative problem solver.
- Have a desire to bring fast viable solutions to the entire production staff that they support.
- Be proficient with the entire Microsoft Office Suite and Cloud based computing software packages (Google Drive, BOX, etc)

## Qualities required of all Spartan team members:

Spartan Race is a high-performance organization, and successful team members must therefore possess a strong work ethic and hands-on approach to business. We are innovative, create inventive solutions, and are exceptionally service minded. Team members at Spartan change lives, and have a passion for the organization. Paramount to our organization is the maturity to embrace ambiguity and ability to adapt according to the market and the continuing innovation of the organization.

- Ability to hold one-self accountable and an aptitude for prioritizing multiple projects
- Strong sense of teamwork with the ability to foster relationships
- Proactive, solutions-oriented; capability to identify efficiencies and decrease costs while maintaining a quality workplace environment and product

- Collegial approach to a business environment and cooperative work style
- Exceptional verbal and written communication skills