



**Title: Event Crew Scheduler**

Location: Remote or Carbondale, Colorado

Position Type: Seasonal or Full Time

Salary: \$30 per hour or Annual Salary (DOE)

**Job Description:**

The Event Crew Scheduler is a vital role responsible for the efficient coordination and assignment of staff to various positions at events. This position ensures adequate staffing levels based on the specific requirements of each event. The scheduler manages schedules, maintains communication between event organizers and staff, and optimizes labor allocation to meet all event demands. Success in this role requires strong organizational and communication skills, attention to detail, adaptability, and proficiency in scheduling software.

**Key Responsibilities:**

- **Staffing Needs Assessment:** Analyze event details (Staff count, type, services) to determine labor force requirements across different positions (Audio, Video, Stagehands, Camera Ops, A/V technicians, etc.).
- **Schedule Creation:** Develop detailed staff schedules, assigning specific roles and shift times based on skills, availability, and event timelines, and client needs.
- **Communication and Coordination:** Maintain open communication with the Account Management team, Operators and staff to address staffing concerns, schedule changes, and ensure smooth event execution. Work with Account Managers to determine if any staffing needs require travel, accommodations or per diem and identify external contract/freelance staff vs. internal SIX staff and that all formal paper work, insurance is signed and on file.
- **Employee Availability Management:** Track employee availability using Six scheduling software and /or manual tracking and phone calls to guarantee proper event coverage. Coordinate with HR on any PTO requests for FTYR associates.
- **Labor Cost Optimization:** Allocate staff efficiently within budget constraints to minimize unnecessary labor costs while upholding quality service. Assist GM/HR/Finance in assuring accurate time sheets and time punches are audited prior to submitting bi-weekly payroll.
- **Training and Onboarding:** Provide training schedule to new staff on event protocols, company standards, and specific job roles. Coordinate with Human Resources for adding new staff to company systems, negotiated hourly rates, uniform distribution and employee hand book.
- **Performance Monitoring:** Monitor staff performance during events with the Production Management Team to identify areas for improvement and address any issues to Human Resources.
- **Post-Event Reporting:** Generate reports detailing labor costs, staffing levels, and operational issues for future event planning and analysis.



### **Required Skills:**

- **Strong Organizational Skills:** Ability to manage complex schedules involving multiple staff members and overlapping shifts.
- **Excellent Communication Skills:** Effective communication with various stakeholders to gather information, convey scheduling updates, and resolve issues.
- **Staff Management:** Comfortable working with and managing teams of individuals from ages 16-60 and working closely with company HR to manage staff, individuals, personalities, individual personal schedules and schedule conflicts. Able to report associate issues to company HR in real time.
- **Attention to Detail:** Ensuring accurate staff assignments and adherence to event timelines.
- **Adaptability:** Flexibility to quickly adjust schedules based on changing event needs or unexpected situations.
- **Proficiency in Scheduling Software:** Familiarity with workforce management systems to streamline scheduling processes.

### **Relevant Work Experience:**

- Experience in event planning or operations, particularly in managing large-scale events.
- Background in staff scheduling or workforce management.
- Knowledge of labor laws and regulations related to staffing practices.