ACCOUNTABILITY
Reports to designee of the Eaux Claires Festival.

SPECIFIC DUTIES

- Assist in setup and breakdown of VIP and private areas. This includes manual labor, lifting and moving of furniture, assembling of furniture, and hanging of décor,
- Maintaining VIP and private areas thru cleaning and organizing, bar stocking, and gift bag distribution.
- Follow all relevant policies and procedures.
- Perform well within a team environment.
- Running local errands in personal vehicle.
- Participate in any training and/or instructional program relevant.

QUALIFICATIONS AND SALARY
Positions will be employed by the Eaux Claires Festival or UWEC.

General Qualifications:
- Must be at least 18 years of age.
- Must be comfortable lifting up to 50 pounds.
- Must have a strong sense of professional courtesy and customer service
- Availability on late on Saturday night and during the day on Sunday is required.
UWEC/UW-System Student Qualifications:

• UW-Students are capped at 1560 hours per calendar year October – October. Due to these A.C.A. all students who apply must show proof that they have at least 500 hours remaining of their 1560 prior to beginning work on August 6th, 2016. (This will leave 13 weeks of 25 hours at your home campus and account for an extreme of 175 hours for the festival). Please check with you direct supervisor if you have questions regarding this. Must be a UW student enrolled for classes in Fall 2016; proof of enrollment in fall classes must be provided to UWEC upon acceptance of candidate.

• Completed:
  UWEC NON-FEDERAL WORK STUDY EMPLOYMENT ELEGIBILITY FORM.

• Must currently be on UW payroll at a sister institution or be able to provide the following:
  o Completed W4
  o Completed I9 – signed by your home campus HR department
  o Completed Direct Deposit form
  o Successfully completed UWEC Criminal Background Check.

The Eaux Claires Festival – VIP Staff are expected to work Tuesday through Thursday from 10am- 6pm and Friday through Sunday from 8am until TBA.

BASE WAGE
$12 per hour.