

## **NORDIC NORTHWEST: JOB DESCRIPTION**

### **POSITION: Event Technician & Assistant**

Location: Nordic Northwest, Portland, Oregon

Hours: Approximately 15 to 20 hours per week, flexible schedule: days, evenings, weekends. Some weeks may require more than 20 hours. Will work around school schedules or other obligations.

Supervisor: Executive Director

#### General Statement of Position

The Event Technician & Assistant is responsible for set-up and take down of room furnishings & equipment, implementing event logistics & oversight, ticketing, operating/troubleshooting lighting, audio/visual and live streaming for programming and rental events and guest interactions.

#### **Nordic Northwest**

Founded in 1986, Nordic Northwest is a non-profit corporation focused on the five Nordic nations of Denmark, Finland, Iceland, Norway and Sweden. The mission of Nordic Northwest is to:

- Highlight, honor, educate, communicate, promote and celebrate Nordic culture and traditions, ancestral, modern and contemporary.
- Provide value and serve members by developing and making available and accessible Nordic cultural and educational programming that is rich, authentic and forward looking.

#### Ethical Practices and Responsibilities

- Support the mission of Nordic Northwest
- Exemplify the best of Nordic Northwest values.
- Abide by state and federal laws.
- Abide by the board's strategic plan and vision.
- Be kindly honest and respectful to all.

#### Primary Responsibilities

- Set-up and take down of furnishings, equipment and signage for

- programming and rental events and meetings.
- Tidy/clean event space and areas so it is welcoming to guests.
  - Operate technical equipment & software such as lighting, audio, visual, live streaming, Zoom, PowerPoint, etc. Monitor and troubleshoot problems during events and meetings.
  - Set and/or operate ticketing system at events
  - Provide training and oversight to volunteers assisting at events
  - Welcome performers, artists, instructors, clients, etc. and provide requested assistance.
  - Welcome and greet guests.
  - Represent Nordic Northwest in a professional manner.
  - Serves as a member for Nordic Northwest's staff team, contributing to the planning and implementation of activities to carry out the mission and strategic direction of Nordic Northwest.

### Qualifications and Qualities

- Beginner knowledge of equipment and software to operate sound, lighting, audio, video, live streaming, etc. for performances and events.
- Computer literacy and an ability to learn new systems quickly.
- Some volunteer or paid experience working events and operating technical equipment.
- An appreciation for and knowledge of event needs for live entertainment, performing arts, lectures, workshops and corporate meetings.
- Good communication skills, interacting with a wide variety of groups; staff, volunteers, guests, donors, clients and vendors.
- Able to work comfortably within a fast-paced environment.
- Ability to troubleshoot problems.
- Collaborative and team oriented.
- Experience passion and joy for the Nordic mission and programs.
- Demonstrate patience, sense of humor and flexibility.
- High School diploma with some college education preferred.

### Physical Requirements

- Frequent evening and weekend hours and occasional long hours. Will work around school schedules or other obligations.
- Exertion of up to 50 pounds of force to lift, carry, push, pull or otherwise move objects.
- On occasion, climbing tall ladders

### Other

- Valid driver's license is preferred.
- Dress code:
  - Set up and take down: Jeans or other tidy work clothing.
  - Performances, formal meetings requiring your presence:  
Dark shirt and pants
  - Outdoor work: Appropriate to weather conditions.

### **How to Apply:**

Please send cover letter and resume to [info@nordicnorthwest.org](mailto:info@nordicnorthwest.org).  
Qualified candidates will be contacted for an interview.