



## JOB DESCRIPTION

Title: <b><i>Innovation Project Partner</i></b>	Team: Innovation
Reports to: Senior Manager of Innovation	Status: Full-Time, Non-Exempt

### Summary

*Working across the Innovation Team, the Innovation Project Partner supports the Senior Manager of Innovation and Innovation Team in the creation, construction, maintenance, and installation of all Innovation projects within the purview of the Innovation Team's responsibilities. Under the direction of the Senior Manager of Innovation the Innovation Project Partner is responsible for performing the following duties:*

### Responsibilities

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Works with and across all subdivisions of the Innovation Team to realize the goals of the team and ultimately, enhance the guest experience.
- Works with Innovation partners or independently with little supervision to complete tasks by deadlines.
- Participates and assists in the creation, installation, tear down, and storage of Innovation projects, including special projects, art projects and special event elements and décor. Assists in evaluation, repair, and renovation of existing elements.
- Works with the Innovation Specialist, Special Projects Manager and Special Events Partners on a project basis to execute the plans of the Innovation Team.
- Maintains storage areas, job sites and workspaces in a manner consistent with our Culture.
- Possess the willingness and capability to shift tasks as needed to assist other partners on the Innovation team with projects that may be outside the typical daily role.
- Performs other duties as assigned by management.

### Qualifications

- Associates Degree or 2 years' experience in Fine Arts and/or Visual Arts Production environment preferred.
- Possess an outgoing, friendly personality and the ability to provide excellent guest service.
- Ability to visualize and implement creative concepts based upon a drawn plan or written description.
- Possess basic carpentry skills, a familiarity with hand tools and their hands-on application.
- Ability to take and read measurements, work with fractions, scale drawings and more challenging math concepts and how they relate to design and construction a plus.
- Experience in drawing, painting, and design and possess an eye for detail.
- Ability to work well in a team environment. Must possess excellent computer skills and be proficient in MS Office, including Word, Excel, and Outlook.
- Possess a current driver's license and good driving record.
- Ability to communicate and interact effectively in one-on-one and small group situations.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 75 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.