



(CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL)



POSITION | Events Set Up Crew

POSITION DESCRIPTION

JUMP is looking for a reliable, energetic team member to help bring events to life! As a member of our Events Setup Crew, you'll be responsible for setting up and breaking down spaces for a wide variety of events—from community celebrations to nonprofit fundraisers. This role works closely with the Rentals, Facilities, and Catering teams to ensure rooms are set accurately, on time, and with care. From tables and chairs to linens and tech, you'll make sure every detail is in place so events run smoothly and JUMP continues to inspire and connect our community.

DUTIES AND RESPONSIBILITIES

- Set up and break down event spaces including tables, chairs, staging, décor, and basic AV equipment.
- Follow setup timelines and floorplans with precision, under the direction of the Event Setup Supervisor.
- Assist with loading/unloading of event supplies and equipment.
- Support event staff with on-site logistics and last-minute needs.
- Ensure all spaces are clean, safe, and well-organized before, during, and after events.
- Maintain equipment and supplies, reporting any issues or repair needs.
- Represent JUMP in a courteous and professional manner while providing outstanding support to event partners and guests.
- Support general operations as needed, contributing to the overall success of JUMP events.
- Comply with all JUMP policies and Occupational Safety and Health Administration rules (OSHA).

REQUIRED QUALIFICATIONS

- Ability to lift and move up to 50 lbs and stand for extended periods.
- Flexible schedule, including availability for early mornings, evenings, and weekends.
- Dependable, punctual, and capable of working both independently and collaboratively.
- Detail-oriented with a strong sense of responsibility and initiative.
- Positive, can-do attitude and willingness to support a wide variety of events.
- Enjoys a creative (and sometimes chaotic) work environment where collaboration and crazy ideas are encouraged.

PREFERRED QUALIFICATIONS

- Scissor-lift certified.
- Understanding of Emergency Procedures in all layouts and situations.
- Willing to become an expert on OSHA requirements for event spaces.
- CPR/First Aid Certified.
- Prior experience with event setup, facilities, or manual labor.
- Love of tractors, slides, and inflatables.
- Willingness to throw on a costume at a moment's notice.

WORKING AT JUMP

JUMP is a creative community center and a place for inspiring human potential, and that extends to our team! Our team is filled with creative, supportive, passionate individuals that value every contribution and encourage every team member to participate in the creativity, community, and fun! We are a small but mighty team—every contribution is vital to the success of our mission. Together we can make an impact in our incredible community!

DISCLAIMER | Jack's Urban Meeting Place (JUMP) is a nonprofit interactive creative center dedicated to inspiring human potential through creativity, education, and community building. Located in downtown Boise, JUMP serves as a vibrant hub for collaboration, offering workshops, performances, and exhibitions that celebrate the human spirit. With a focus on respect, engagement, courage, and connection, our 3-acre park and diverse studios provide unique spaces for exploration and innovation, inviting everyone to discover new possibilities. Inspired by the legacy of J.R. Simplot, JUMP showcases vintage tractors as symbols of ingenuity, fostering a dynamic ecosystem where individuals and organizations can unlock their potential and enrich our community.

JUMP LLC is owned and funded 100% by the J R Simplot Foundation, which is a 501(c) (3) exempt private foundation. The job description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.

TO APPLY | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at [JUMPBoise.org](http://jumpboise.org) <http://jumpboise.org/careers>) to careers@jumpboise.org with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. Resumes without a completed application may not be reviewed for employment. If you have any questions, please e-mail us at careers@jumpboise.org.