

JOB DESCRIPTION



Crew Lead

JOB SUMMARY

The Crew Lead is the on-site supervisor for picture day, coordinating with the school office manager or picture day contact. The day begins and ends at our photo warehouse. The Crew Lead transports equipment in a company vehicle to an assigned school site, manages photographers and assistants to ensure a smooth process for picture day.

PRIMARY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO

- Oversee daily schedule to ensure an efficient picture day
- Load and transport equipment to designated school in company vehicle
- Manage employees on site and maintain communication with supervisor
- Responsible for accurately recording all employees time in Data Maxx
- Ensure compliance with company policies
- Implement daily coaching goals and assist with training as necessary
- Complete various reports
- Other assignments as needed

BASIC QUALIFICATIONS

- Dependable, organized and flexible
- Exceptional interpersonal skills, with a focus on customer service
- Work with a sense of urgency
- Able to work in a team environment
- Comfortable working with children
- Enjoy working in a different environment daily
- Prior management experience preferred
- Must provide DMV Record, current Driver's license, live scan and proof of auto insurance
- Capable of extended periods of standing, stooping, lifting up to 40 pounds