

Operations Assistant



Phone :

Web : <https://www.mlb.com/tigers>

Job Summary

Vacancy :

Deadline : Apr 10, 2025

Published : Mar 08, 2025

Employment Status : Part Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Job Summary:

Assist Guest Experiences Managers and Director in all phases of pre-event and event day operations for Little Caesars Arena, Pine Knob Music Theatre, Meadow Brook Amphitheatre, Michigan Lottery Amphitheatre at Freedom Hill, Fox Theatre, and Comerica Park.

Key Responsibilities:

- Assist Manager on Duty and event staff at various events at all of our venues
- Assist with the preparation work prior to events such as event notes, ensuring all equipment is functioning and charged, and that each venue has the necessary supplies for the event colleagues.
- Assist with venue walk-through inspections to assess cleanliness and organization Provide administrative assistance to the Operations and Guest Experience Departments
- Supplemental Job Functions:
- Performs other duties as assigned

Required Knowledge, Skills and Abilities:

- High school diploma or general education degree (GED)One to three months related experience and/or training; or equivalent combination of education and experience.
- Must be reliable, detailed and organized.
- Possess the highest integrity and ethical standards
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work Must possess a solid work ethic
- Must have a good knowledge of Microsoft Office and Excel

Preferred Knowledge, Skills and Abilities:

- Experience working in the sports and entertainment industry

Working Conditions:

- Irregular and extended hours including nights, weekends, and holidays
- Exposure to high noise level
- Frequent visual/auditory attention
- Exposure to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; and extreme heat.
- Must be able to lift/carry up to 50 lbs.
- Must be able to stand for long periods of time; climb stairs
- The physical demands and work environment characteristics described here are representative of those a colleague encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All items listed above are illustrative and not comprehensive. They are not contractual in nature and are subject to change at the discretion of Olympia Entertainment.

Olympia Entertainment is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regards to that individual's race, color, religion or creed, national origin or ancestry, sex (including pregnancy), sexual orientation, gender identity, age, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law.

The Company will strive to provide reasonable accommodations to permit qualified applicants who have a need for an accommodation to participate in the hiring process (e.g., accommodations for a job interview) if so requested.

[PRIVACY POLICY](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
