

ORANGE COUNTY, TEXAS

JOB POSTING

PLEASE NOTE: Recruiting is now taking place for the position indicated above. If you meet the requirements and are interested in applying for this position, please submit **the ONLINE Application at [co.orange.tx.us](http://www.co.orange.tx.us)**.
http://www.co.orange.tx.us/Employment_Opportunitites/Employee%20Application.pdf

- **POSITION:** Expo Event Associate/Part Time
- **DEPARTMENT:** Orange County Convention & Expo Center 11475 Hwy 1442
- **SALARY:** \$14.00 an hour/29 hour a week
- **DESCRIPTION:** Associate assists Event Coordinator for events schedule in Ballroom and Conference Rooms. Majority of events are on Friday, Saturday a few weekday evenings. (Some weeks there will not be any events on calendar so the hours vary between 12 and 24 hours per week.) Could perform other duties as assigned.
- **JOB DUTIES (included but not limited to):**
 - Open building for Events
 - Monitor lights, audio and visual equipment
 - Remove filled trash bags during and after events then bring them to dumpster
 - Light Janitorial duties such as cleaning up spills
 - Monitor bathrooms for cleanliness and replace products
 - Closing building at end of events. Midnight is latest and most common time to close building.
- **REQUIREMENTS**
 - **EDUCATION:** High School diploma or GED. Must be 18 years of age or older. This person must be able to adapt easily to change and must be able to follow written and oral instruction. Must have the ability to deal courteously and effectively with both the public and with co-workers; must be of good moral character. High level of comfort in dealing with various groups of people.
 - **SPECIFIC SKILLS:** Must be in good health and physical condition sufficient to meet the essential functions of the job duties of the position. Must be able to perform light physical labor, including lifting up to 50 lbs.
 - **OTHER:** Work Independently and efficiently. Must be of good moral character. Manage time well, perform multiple tasks and organize diverse activities. Demonstrate regular and reliable attendance.

ANY APPLICANT TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO TESTING TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO EMPLOYMENT.

“We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, age, sex, national origin or disability.

ALL APPLICANTS AND QUESTIONS ARE TO BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT.

POSITION POSTED: March 11, 2026

POSTING ENDS: UNTIL FILLED