



Position Title: Labor Floor Coordinator

Job Summary:

TCF Center is looking for a part-time (PT), hourly non-exempt Labor Floor Coordinator. The Labor Floor Coordinator's priority will be walking all the show floor areas where the various event-based labor unions are working to build or breakdown a show. The intent is to meet with each union steward and ensure they have all the information they need to complete their tasks while ensuring all the event-based unions are abiding by their jurisdiction agreements. In addition, they will be the first point of contact for the union stewards when confronting an issue related to any of the event-based unions. A secondary role will be to help coordinate and execute Stagehand and other ancillary union labor activities to support "High Volume Hiring" (HVV) labor calls for certain TCF Center events. This role is essential to creating a positive Client and event experience and will work with the Event Management staff and serve as the "face" of TCF Center for our union leadership. The successful candidate will demonstrate the ability to communicate effectively in both written and verbal means, is able to follow instructions and applies the best response to multiple-choice situations and has strong organizational skills and the ability to multi-task. The Labor Coordinator will quickly pivot between tasks with short notice to provide the best possible customer service and suggests improvements where opportunities exist in the process. They will be available to work flexible schedules, shifts, to include evenings and weekends to support certain TCF Center events.

Key Job Elements:

- The Labor Coordinator will serve as back-up to the Labor Manager to pre plan and execute labor projections and labor estimates to meet the labor order demands and fill on-time.
- Preference will be given for an individual who has worked with labor unions in the past and can read and understand jurisdictional guidelines and has the confidence to collaborate and find solutions.
- Provide union contract guidance and interpretation. Serve as a liaison and provide guidance, as needed, for all union jurisdictional matters.
- Provide interpretation and administration of union contract provisions to ensure effective, non-disruptive labor relations.
- Effectively manage union manpower staffing actions in line with the TCF Center's Collective Bargaining Agreement(s) to meet the needs of the business, including effective alternate work schedule patterns and forecasting.
- Provide strategic guidance to TCF Center staff on operating issues and contractual interpretation.
- Guides new hire applicants through the hiring process in accordance with TCF Center's policies and procedures.
- Communicates and coordinates with the HR team for the processing of new hires.
- Ensures 100% compliance for work authorization documentation for associates.

Qualifications:

- Education - Associate degree or equivalent work experience required.
- Experience - Labor relations experience. Interpretation of union contracts.
- Communication Skills & Abilities - Demonstrated ability to communicate well with others. Proficient verbal, nonverbal, written, and presentation skills. Intermediate Microsoft Word and Excel skills. Build objective relationships with both management and union partners.

TO APPLY:

Please go to the website listed below:

<https://recruiting.adp.com/srccar/public/RT1.home?c=1152751&d=ExternalCareerSite&r=5000790964106#/>

No Phone Calls

This position offers a competitive salary and benefit package.

TCF Center/ASM Global is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and Protected Veterans to apply. VEVRAA Federal Contractor.