



Events by Emma Job Description

EVENT SUPPORT CREW

WORK SCHEDULE:	2-20 HRS PER EVENT
STATUS:	PART-TIME/CASUAL , MAINLY EVENINGS AND WEEKENDS SHIFTS ACCORDING TO SCHEDULED EVENTS
SALARY:	\$9.50 PER HOUR
START DATE:	APRIL 4, 2011

Job Summary:

Event Support Crew are on duty pre and post events and report to the Lead Consultant and on-site Event Coordinator.

Specific Tasks:

- PRE-EVENT: Assist with all event set-ups including chairs, tables, linens, flowers, tablescapes, draping, custom and concept decor, lighting and staging, etc..
- POST-EVENT: After events, take-down including returning venue to original format, cleaning and packing of EBE supplies, decor items and equipment.
- Warehouse duties - Pre-events- assisting with the preparation of event supplies and materials, inventory packing and loading of EBE event trailer and vehicles. Post-events-assisting with unloading of event vehicles, cleaning , counting and re-stocking event inventory.
- Customer relations.
- Visibility and promotion.
- General Administrative duties: includes proper completion of timesheet and submission of schedule of availability for upcoming events to the Event Coordinator.
- Comply with all general EBE policies and procedures.
- Other duties as assigned.

Qualifications & Skill Requirements:

- Must be 18 years of age or older
- Must be able to lift 50 pounds
- Ability to work well with others
- Positive attitude
- Willingness to learn and ability to take on additional responsibilities
- Good judgment, ability to prioritize workload, meet deadlines and multi-task
- Creative, artistic and detailed oriented
- Comfortable with a culturally diverse clientele.
- First Aid Qualification an advantage.
- Must be able to work non-traditional hours and to be present at various times throughout each event.
- Access to vehicle and/or provide own transportation to and from events.
- Commitment to EBE vision, mission and values



PROFESSIONAL AND STYLISH
Planning For Every Occasion

Please apply via-email to: eventsbyemma@hotmail.com

Please submit cover letter with resume and references via email. Thank-you

Application Deadline: March 4, 2011

Events by Emma appreciates the interest of all applicants, however, only those under consideration will be contacted.