



Position: Vault Event Assistant

ReportsTo: Vault On Site Lead if on Site or Vault Manager if at Vault

Status: This position is hourly, part-time, non-exempt. Paid monthly.

Position Summary:

The Vault Event Assistant works with the Vault on Site Lead to connect the clients with their event visions. This position may also work at the shop during the week to help prep event decor for the upcoming week. This individual is a motivated, efficient, and active team player. They always bring a positive attitude and are willing to do what it takes to get the job done. This individual has a sense of design and is able to work with other vendors and Vault staff to assist in bringing a client's vision into reality.

Responsibilities:

- Packing and procuring necessary items for events
- Transporting Vault & client items with care to and from the event site
- Assisting with styling and tear down for the event including...
 - Centerpiece & accent decor
 - Ceiling & backdrop installation
 - Furniture hauling
- Returning event decor to designated areas & cleaning up after events
- Maintaining the office by assisting with regular cleaning activities such as vacuuming and decor cleaning
- Managing work availability and communicating this to the Vault Manager
- Other duties as assigned

Position Requirements:

The Vault Event Assistant position requires an eye for detail, an ability to work in a fast paced and demanding event environment, and a desire to deliver an exceptional product through group efforts. Specific Requirements Include:

- A desire to deliver an outstanding event
- Maintaining a professional attitude at all times while representing The Vault
- Dressing professionally for all official Vault events
- A willingness to embrace change and adapt to situations on the fly
- Access to transportation that will allow you to transport items to and from venues and get you to and from work
- Must be able to work weekends including Friday and/or Saturday
- Ability to send/receive phone calls and emails concerning scheduling & communication needs
- Ability to thrive in a team environment
- Great attention to detail
- Exceptional communication skills
- Punctual
- Ability to execute duties in an efficient manner
- Ability to lift and transport items of at least 50 lb
- Willingness to learn and operate new equipment (IE: Scissor Lift)
- Willingness to climb a ladder or be on top of a scissor lift
- Problem solving skills
- Great organizational skills