



Position: Vault On Site Lead

ReportsTo: Vault Manager

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

Position Summary:

The Vault On Site Lead works with the Vault Manager and Vault Crew Members 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 and may meet with clients to gather final details for their event. This individual possesses strong management skills and 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:

- Managing Vault Crew Members on site to ensure the event is executed successfully & efficiently
- Communicating with Vault Manager or Decor Consultant about event set up requirements
- Client liaison on the event site to ensure client satisfaction
- Filling out post event summary and communicating with Vault Manager post event
- 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 Crew Member 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
- Strong management skills and ability to lead a team
- Ability to communicate calmly and professionally with clients
- 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 decor 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