

Event Setup and Logistics Assistant

Job Summary

The Event Setup and Logistics Assistant supports the execution of events by assisting with the physical setup and breakdown of the venue and rental items. This position plays a key role in ensuring that all event components are arranged according to the client's specifications.

Key Responsibilities

1. **Assist with the Physical Setup:**
 - Arrange event spaces, including the placement of tables, chairs, and decor items.
2. **Ensure Proper Setup of Equipment:**
 - Set up and test rental equipment, such as lighting and sound systems.
3. **Assist with Teardown and Cleanup:**
 - Ensure all items are returned to the warehouse in good condition.
4. **Transportation and Delivery Assistance:**
 - Help with the transportation and delivery of event materials as needed.
5. **Follow Event-Specific Instructions:**
 - Adhere to instructions for layout, decor, and technical setup.
6. **Provide Onsite Assistance During Events:**
 - Address last-minute changes or requests from clients.
7. **Maintain Venue Safety and Cleanliness:**
 - Ensure the venue is safe, clean, and organized before, during, and after events.

Requirements

1. **Experience:**
 - Prior experience in event setup, hospitality, or logistics.
2. **Physical Capability:**
 - Ability to lift heavy objects and perform physical tasks.
3. **Attention to Detail:**
 - Strong attention to detail and ability to follow instructions.
4. **Reliability and Flexibility:**
 - Reliable, punctual, and able to work flexible hours, including evenings and weekends.
5. **Communication and Teamwork:**
 - Excellent communication and teamwork skills.
6. **Problem-Solving Abilities:**
 - Capacity to handle unexpected challenges and find quick solutions.
7. **Customer Service Skills:**
 - Ability to interact positively with clients and address their needs efficiently.

This role is ideal for someone who thrives in a dynamic environment and enjoys the satisfaction of seeing an event come together seamlessly.