



Entry Level Event Staff

Our planners/coordinators are only as good as the event staff they have to help them. For AEEI to continue to make all our events successful, we will need phenomenal event staff to help execute our client's vision. We are in search of dedicated, team-oriented individuals that enjoy working with others and watching their hard work bring our clients' event visions to life. We are looking to hire those dedicated event staff members!

Purpose of Position

The main focus of this position is to help execute the design of our clients' events. You will work closely with our Event Coordinators and sales teams, to set-up shows, events, weddings, and other endeavors at their instruction.

Primary Responsibilities

- Assist with setting up and breaking it down an event
- Helping to organize after events
- Assist in loading trucks for events
- Must be willing to help where needed
- Accept an admission ticket, pass or acknowledge the appropriate admission badge or credential and allow only authorized guests entry.
- Assist guests in locating their seats, re-seat guests, provide general information and assistance to guests and enforce the policies and procedures for the venue.
- Enforcement of policies and procedures of the venue, welcome guests, address questions and concerns, allow appropriate entry into the venue and direct guests in the general area of their seat/event space.
- Assist in addressing concerns, providing friendly and courteous customer service, assisting guests with disabilities, surveying immediate work area prior to guests entry for any hazards that may exist, and knowing evacuation routes in case of an emergency.

Desired Skills & Knowledge

- 3-5 years' experience in customer service or other people-oriented fields desired
- Clean driving record a must
- Experience driving a box truck is helpful, but not necessary
- Exceptional communication skills
- Ability to work independently and within a team environment

Qualifications

- Must be 21 or older to apply
- Must pass the background check
- Must be authorized to work in United States
- Must be able to travel abroad
- Bi/Multi-lingual is a plus (Spanish, Urdu, Arabic, French, Japanese, Korean, Chinese, Hindi, Vietnamese, Portuguese, etc.)
- Attention to detail and ability to follow directives

**Job Details**

- Must have a flexible schedule
- Job requires evening, weekend and holiday working hours
- Comprehensive training provided
- May require travel domestically and abroad

Job Requirements:

- Work within the parameters of AEEI's Code of Ethics
- Enjoy working with people and possess a friendly and outgoing personality
- Must have dependable transportation
- Must be able to follow directions
- Physical requirements include but are not limited to: walking or standing for extended lengths of time, walking over rough or uneven surfaces, bending, lifting, pushing, pulling, moving and carrying items up to 50 pounds (unassisted).
- Time Tracking/Management
- Ability to keep up with a very fast paced work environment
- Show up in a timely manner for all work shifts.
- Maintain a professional appearance for all encounters with clientele, vendors, and media outlets
- Extreme Organization
- Great Attention to Details and Creativity
- Ability to Listen Effectively
- Ability to Read, Speak, and Write English Effectively

Earning Potential

- This is a Per Diem position and you will be compensated per events worked. You will receive ample notice of the event details and when you will be expected to work.

We are dedicated to nurturing a team environment in order to deliver unsurpassed results for our clientele. An Elegant Endeavor, Inc. is always looking for premium and enthusiastic individuals who can bring innovation and vigor to our client's events. Our all-inclusive training program is geared towards the entry level event staff position and is designed to cross train in all facets of event execution. Please submit your resume today for immediate consideration. We look forward to speaking with our eligible aspirants soon!