

## EVENT STAFF POSITION DESCRIPTION

<b>Division/Department:</b> South East Region
<b>Headquarters:</b> 1890 Briarwood Rd, Unit #22 Atlanta, Georgia 30329
<b>Job Title:</b> Event Staff
<b>Reports to:</b> Event Manager
<b>Type of position:</b> <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor   Hours: 20 hours   Time: Varies
<b>GENERAL DESCRIPTION</b>
<p>Red Carpet Express is a forward-thinking fast paced company is looking to hire Event Staff to join our Event Team. We need our Event Staff to assist with event execution &amp; logistics and cooperate alongside our team as we continue to innovate and set the standard in the entertainment and event industry.</p> <p>We believe that great ideas can come from anywhere, and we are confident that our Event team members will be full of them. We are in need of some brilliant minds and committed talent to help us Create, Capture and Share the Red Carpet Experience.</p> <p>This position is compensated based upon agreements with management.</p>
<b>DUTIES &amp; RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Assist Event Manager with Event execution.</li> <li>• Manage Event Activations. (Photo Booth, Video Booth &amp; GIF Booths)</li> <li>• Communicate directly with clients during event execution process.</li> <li>• Complete Event Installation and Breakdown.</li> <li>• Manage Red Carpet Flow when assigned.</li> </ul>
<b>WORK EXPERIENCE REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Experience in customer service.</li> <li>• The ability to solve problems with very little to no supervision.</li> <li>• Strong understanding of creative work environment.</li> <li>• Excellent communication skills and understanding of professionalism.</li> <li>• Ready to be part of a team.</li> <li>• Metro Atlanta based with reliable transportation.</li> <li>• Ability to lift 20lbs.</li> </ul>
<b>EDUCATION REQUIREMENTS</b>
<p>High school graduate or equivalent, supplemented by a technical or vocational school preferred. Bachelors a plus. English communication skills both orally and in writing a must.</p>
<b>APPLYING FOR THE JOB</b>
<p>To be considered please send portfolio link and resume via email to: <a href="mailto:info@RedCarpetExpress.com">info@RedCarpetExpress.com</a></p>