



TREADWAY EVENTS & ENTERTAINMENT LLC.

JOB TITLE: Event Specialist

POSITION TERM: September 1, 2017– December 31, 2017 (renewal based on performance)

WAGE/HOUR: Hourly, Contract/Part-Time/As-Needed | \$13.00/HR

REPORTS TO: Owner / Creative Director

SUMMARY: The Event Specialist provides pre-event, onsite and post-event setup/strike/carpentry/design assistance for special events & installations produced by Treadway Events & Entertainment. Specifically related to Cinema of Horrors Haunted House, WinterVille Christmas Festival and other small events taking place in the contracted time period. This position, includes a wide variety of functions and has the opportunity to turn into full time work in the future.

DUTIES AND RESPONSIBILITIES: Assists with tasks related to event production department including, but not limited to, scenic design, carpentry, lighting and truss installation, shipping/setup/transport of event related supplies, placing orders for event equipment from vendors, decoration, event set up/strike and other tasks as assigned.

QUALIFICATIONS DESIRED: To be successful in this position, an individual should be able to perform each essential duty satisfactorily. The requested experience listed below is representative of the knowledge, trust, skill and/or ability needed to be successful in this position.

EDUCATION: High School Required. Great for college students!

EXPERIENCE: Candidate must demonstrate strong communication skills. Prior experience in event production and stage setup is a plus. Must be able to work independently and with others. Knowledge of broad themes in event production and management is required. Self-motivation, initiative, reliability and trust are essential. This position requires attention to detail, strong organizational skills, creative thinking, excellent carpentry skills, ability to read site plans, maps, construction documents required. Excellent computer skills (Google Drive, MS Office) and a passion for events and creating a high-quality guest experiences. Knowledge of trussing/stage setup and theatrical lighting is a major plus. Hand tool and saw experience required.

PHYSICAL DEMANDS: The Special Events Assistant will often lift 75 pounds or more and be must able to stand for long periods of time. A valid driver's license and willingness to drive a personal vehicle during events is required.

WORK ENVIRONMENT: The Event Specialist will be based primarily in Portland, OR & Kelso, WA but will often travel to other venues. Assignments may be indoors or outdoors. Weekends and some evenings will be required. Mileage reimbursement and lodging provided.

TO APPLY: Please submit a cover letter and resume to Brandon@TreadwayEvents.com. Email subject line: EVENT SPECIALIST