



JOB TITLE: Special Events Assistant & Volunteer Coordinator

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

WAGE/HOUR: Hourly, Contract/Part-Time/As-Needed | \$14/HR

REPORTS TO: Owner / Creative Director

SUMMARY: The Special Events Assistant/Volunteer coordinator provides pre-event, onsite and post-event assistance for special events & installations produced by Treadway Events & Entertainment for the purpose of managing and recruiting event volunteers, handling event permitting and budgets, obtaining venues, managing to-do lists, decoration assistance, event setup and strike, attending promotional events and managing vendor booths. These are 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. Great for current college students or those looking for part time work. Very flexible scheduling.

DUTIES AND RESPONSIBILITIES: Assists with tasks related to event production department including, but not limited to, data entry, creation and distribution of event invitations/marketing materials, shipping/transport of event related supplies, placing orders for event equipment from vendors, check-in of guests at events, recruiting volunteers, volunteer, vendor and sponsor outreach, guest services, decoration, light construction, event setup/strike, event record keeping, event trend research and other tasks as assigned. This position requires attention to detail, strong organizational skills, creative thinking, excellent computer skills (Google Drive, MS Office) and a passion for events and creating a high-quality guest experiences. Office work includes but is not limited to answering and returning phone calls, follow-up with inquiries, computer data entry, and assistance with correspondence and event files.

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: Bachelor's degree preferred or current undergraduate student in hospitality, marketing, communications or business degree with strong interest in special events, non-profit organizations, haunted attractions and the arts.

EXPERIENCE: Candidate must demonstrate strong communication skills. Prior experience in planning/organizing events. Must be able to speak effectively before groups, and interact constructively and well with others. Knowledge of broad themes in event production and management is required. Basic carpentry and painting skills are a plus. Self-motivation, initiative and reliability and trust are essential. Basic office skills, record keeping, and organization skills are required. Candidate must be able to handle information of a sensitive matter, such as confidential company/sponsor/customer information and records.

PHYSICAL DEMANDS: The Special Events Assistant will often lift and/or move up to 75 pounds 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 Special Events Assistant/Volunteer Coordinator will consist of remote work, onsite work in Portland, OR, Kelso, WA, and at other event 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: SPECIAL EVENTS ASSISTANT