

On-Call Staff

Status: On-call Employee for Events

This is a great job for students with a flexible schedule. We offer night and weekend shifts. No experience necessary. A solid work ethic will take you a long way. This is an excellent opportunity for those wishing to get real event industry experience.

This position will assist in prepping, setting, and striking for events designed and produced by Vanguard Inc. These events may include fundraising galas, corporate parties and local events. This position will assist with events in and around the Pacific Northwest.

This position requires an energetic and positive person who has the following skills:

Required Skills

- Must have a flexible schedule and be able to work nights and weekends if requested.
- Must be reliable and able to provide your own transportation to various event locations throughout the Puget Sound area.
- Must be dependable, enthusiastic, and energetic with the desire to work hard.
- Ability to take initiative and prioritize tasks; excellent organizational, time management, problem-prevention and problem-solving skills.
- Attention to detail and ability to take direction and apply acquired knowledge to on-site events.
- Professional, neat appearance and demeanor.
- Desire to learn more about the event industry.

Physical Requirements

- Must be able to stand for extended periods of time during the entire event set and strike.
- The position requires frequent standing, walking, crawling, kneeling, climbing, squatting, bending, twisting, reaching above and below the shoulder, pushing, pulling, lifting, carrying, fine manipulation, power grasping, simple grasping, repetitive use of hands and the ability to lift a minimum of 40 pounds.

Desired Skills

- Event experience or entertainment background is a plus.
- Floral design experience a plus.
- Ability to use a hi-lift, scissor lift and drive a 16-24' truck.
- Hold valid Washington State Driver's License and have a good driving record.
- Rigging and/or lighting experience a plus.
- Experience in the use of all tools involved in essential carpentry including, but not limited to, the use of all electric and non-electric hand tools, drills, saws, compressors and event related equipment.

To apply, please reply to ideas@vanguardevents.com with your resume and a brief explanation about why you would like to be a part of the Vanguard Events team. No phone calls please.

Vanguard Events

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