

Décor Coordinator

Title: Décor Coordinator

Job Type: Part to Full Time Employee (24 to 40 hours per week)

Pay: DOE

Industry/Comparable Work Experience: Proven organizational and leadership experience; with an emphasis on event, retail or restaurant experience preferred

Education Level: Bachelor's Degree preferred or equivalent industry experience

Vanguard Events is looking for an energetic, positive, hard worker to join our team. This position acts as a go between within the business to ensure the proper teams are connected for project completion, client deadlines and event needs. Supporting the design team by maintaining a clean and organized Décor Warehouse is essential to an events success. Coordinating and managing the flow of newly purchased or created décor, maintaining décor inventory systems and supporting the events design needs are vital in this position.

Vanguard is small company, and as such, we require flexibility and drive in a successful candidate. We offer above average compensation, full medical and dental benefits (with full time employment) and paid vacations as part of our employment package. Persons with high achievement standards and a desire for excellence will be most valuable as part of our team.

Duties and Responsibilities

- Owns the organization, flow, cleanliness and function of the upstairs décor warehouse
- Responsible for receiving new décor props and labeling and storing of new props, including entering new items into inventory spread sheets
- Responsible for the pull and prep of all décor needs for events, labeling and staging all décor for truck loads in a timely and organized manner
- Acts as a lead and second to the Event Designer/Manager on site for small, medium and large events
- Responsible to receive décor back from an event site and manages the restoring of inventory to its proper home, making sure boxes are full, loss is accounted for, and all items are back in place
- Manages the décor inventory spread sheets and enters all new décor as ordered, takes out missing and broken pieces, and works directly with creative team to ensure spreadsheets are kept up to date and key useable images are at hand for décor pieces
- Coordinates all décor aspects between designers, budget and event needs
- Responsible for troubleshooting broken or missing items after events, working with management to replace or charge for items
- Takes a lead role in event sets where décor is a focus, working with management team and o/c staff as a conduit for event set and strike to be successful
- Responsible for maintaining supplies and tools as they relate to the décor needs of the business (sticky dots, specialty tools, proper cleaners, dry cleaning of soft goods, general shelving, etc.)
- Responsible for suggesting props that are not being used and responsible/sustainable ways to dispose or donate them
- All other duties as assigned

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

Required Skills

- Inventory management assistance
- Must be organized and methodical, and value structure in a warehouse environment
- Must be experienced in Microsoft Office, including Word, Excel, Outlook, and PowerPoint

- Must be dependable, enthusiastic, and energetic with the desire to work hard
- Ability to take initiative and prioritize tasks; excellent communication, organizational, time management, problem-prevention and problem-solving skills are essential
- Professional, neat appearance and demeanor
- Must have the ability to work well with others on a team
- Must be able to multitask well
- Hold valid Washington State Driver's License and keep a good driving record

Desired Skills

- Takes a supportive role in the design and build of unique custom décor pieces for large scale events, working with the Creative Director, Creative Manager, Sr Designer, and Production Manager to ensure success
- Fine art or creative background
- Warehouse or restaurant experience a plus

Physical Requirements

- The position requires frequent sitting, 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, keyboard use, mouse use, and the ability to lift a minimum of 40 pounds
- Stand, sit, or walk for an extended period of time

Job Considerations

- Must have a flexible schedule and be able to work nights and weekends if requested. Often events are scheduled around weekends and evenings. An open schedule is mandatory to the position

Vanguard Events

Vanguard Events is a team of incredibly talented and innovative professionals dedicated to achieving our clients' event production and planning goals. From creative direction, custom fabrication, enchanting entertainment and extraordinary event design, we are resourceful and conscientious, and we take great pride in creating authentic event experiences. Visit www.vangardevents.com to learn more.

To apply, please e-mail your resume and a brief explanation about why you would like to be a part of the Vanguard Events team to vanguard@vangardevents.com. No phone calls please.