

Warehouse and Prop Lead

Title: Warehouse and Prop Lead

Job Type: Hourly 32-40 Hrs. Per week

Pay: DOE

Industry/Comparable Work Experience: 3 years

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

Vanguard Events is looking for an energetic, positive, hard worker to join our team. The Warehouse and Prop Lead works with the Creative and Build Teams to ensure that props are housed and managed in an organized and clear manner throughout the warehouse and containers. The WPL is responsible for ensuring that the inventory is always kept current and up to date, utilizing and refining the current inventory (Excel) system.

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 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.

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

Duties and Responsibilities

- Manages and owns the Fawcett, Jefferson and Rochester Warehouses
- Manages inventory of all contents in warehouse and is responsible for updating and managing the excel spreadsheets for inventory
- Responsible for the organization, flow, cleanliness and order of the warehouse, working with the Director of Operations to ensure success
- Responsible for the pull and labeling of all inventory for events in Jefferson and Rochester Warehouses, and overseeing that the pull and prep is done in Fawcett Warehouse via event coordinator or on-call staff as needed
- Manages shipping and receiving of all props and inventory purchases, including the cost tracking, and reporting of purchases to accountant
- Responsible for receiving new décor props and labeling and storing of new props, including entering new items into inventory spread sheets
- Responsible for ordering and maintenance of supplies and security cart for events
- Manages loading of trucks, including communicating scheduling needs to Scheduling Assistant
- Responsible for keeping the company van clean and schedules basic maintenance (oil, oil filter, etc.) with auto mechanic (Ball Auto) on a regular basis
- Communicates any issues immediately regarding the need for prop rehabs, retiring of, or issues of safety with props with Shop Manager and Senior events team
- Maintains forklift and schedules any necessary maintenance or repairs on a regular basis
- Responsible for cleanliness and order in warehouses and oversees o/c staff to support moves and changes to inventory, building schedule and associated costs for managers approval prior to hire
- 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 cleaned and 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

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- 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

Required Skills

- 3-year minimum working in the field of event production and warehouse environments
- Able to problem solve and troubleshoot
- Self-starter and independent worker with attention to detail.
- Proven leadership skills
- Ability to drive a 26' truck
- Experienced in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Knowledge and experience on electric tools (Table saw, Miter saw, etc.)
- Knowledge and experience using heavy equipment (scissor lifts, boom lifts, forklifts, etc.)
 - Certification on above in some venues is a requirement, please note these certifications if you have them
- 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.

Desired Skills

- Prior management skills
- Experience in retail and restaurant environments
- Warehouse and inventory management skills

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 80 pounds unassisted

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.

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