



# LIFE *in* BLOOM

FLORAL & EVENT DESIGN

## **Event Design Assistant**

### **Job Description:**

The responsibility of the Event Design Assistant is to support the Event Designer. The Event Design Assistant will manage the ordering, drop-offs, and pick-ups of all equipment rentals for event mock-ups as well as manage the set-up and breakdown of mock-ups. Additionally, they will prep meeting room, stock office supplies, assist in writing of decor proposals, mood board creations, and cross-checking inventory for upcoming events. They will also be heavily involved in leading event set-ups.

### **Responsibilities:**

- Get consultation room ready for meetings (drinks, music, candles, tv)
- Welcome clients, take coats, offer drinks
- Take diligent notes during client meetings
- Order all rentals for samples per spec by sales person
- Stock general office supplies
- Set entire sample with rentals and manage clean up of sample
- Inventory check on upcoming events
- Attend Site Visits for upcoming events, taking detailed notes
- Check through paperwork prior to weekly production meetings (All boxes are checked, notes made, etc.)
- Create purchase list (ex. Missing vases, candles, custom items, etc.)
- Print production paperwork on Fridays to be ready for production the following week.
- Miscellaneous. admin and data entry
- Lead and Co-Lead Event installs

### **Qualifications:**

- (1)+ years of experience in the events industry
- Extremely organized and detail oriented
- Responsive on email
- Passion for events
- Eye for Design
- Hardworking, Flexible Schedule
- Quick and Efficient

### **Compensation & Benefits:**

- Full time salary position (starting salary ranging between \$50,000-\$55,000/year)
- Paid time off (Holidays + 12 personal days to start + 1 week company shut-down)
- Eligible for health, dental, vision insurance