

## **EVENT MANAGER NEEDED - PART TIME - JUNE 2015**

Location: Greater Seattle Area

Email: [em@gradnights.com](mailto:em@gradnights.com)

Compensation: \$175 per night (on average)

This is a part-time job that could lead to full-time employment.

Our award winning event production company is looking for high energy people with great customer service skills to work part time from June 1st to June 18th to manage all-night high school graduation parties in Seattle and the surrounding areas.

### **Must have:**

- Great customer service skills
- Ability to work well under pressure
- Reliable vehicle & driver's insurance
- Ability to stay up all night (there will be coffee)
- Ability and desire to work around youths
- Access to a digital camera

### **Must be:**

- 21 years old +
- Up-beat & Organized, and Fantastic with Details!
- Enthusiastic & Outgoing
- A good Team Player with Leadership skills
- Able to coordinate & manage all-night grad parties!

\*Must be available to work at least **Friday, June 5th, Friday, June 12th, and Saturday, June 13th.**

\*Must be available for two required orientation nights: **Wednesday, May 13th** and **Wednesday, May 20th** from approximately 7pm-10pm.

### **Additional Details:**

We need our on-site event managers to generally work shifts beginning around 10pm and ending around 5am or 6am, although there are many other parties where the hours will vary. We will train you in what to do so you do not need any prior experience; we just ask that you already have a high energy and confident personality with strong customer service and problem solving skills. Although, any experience as an event coordinator, planner or organizer is a plus!

This part time position could lead to full time employment or reoccurring seasonal work.

If you are looking to gain experience in the exciting world of Event or Venue Managing, this is a perfect job with a reputable company for your resume.

### **APPLICATION INSTRUCTIONS:**

For more information, [paste your cover letter and resume text in the body of an email](#) with "Grad Event Manager" in the Subject Line. WE DO NOT ACCEPT ATTACHMENTS.