

A LITTLE ABOUT US:

Big Buzz Idea Group is a rapidly growing company focused on providing nonprofits with solutions so they are better able to execute the mission of their organizations.

WHO WE'RE LOOKING FOR:

The Event Assistant's primary responsibility is to support the Event Executive in all aspects of event production. Success in this position would require skill and interest in a fast-paced, high-energy environment and the ability to multi-task. The Event Assistant will report to and work primarily with the Event Executive (EE) but will have interactions with all Big Buzz team members.

As with all members of the Big Buzz team, the Event Assistant is expected to follow the policies described in the Big Buzz handbook, attend all internal meetings, and conduct themselves in a professional manner at all times while working to instill a positive work environment at the firm.

PRIMARY DUTIES:

- Answer event related phone calls and assist caller or take detailed messages
- Work with third party service providers to obtain quotes and services when necessary
- Attend client meetings
- Assist EE in filling out and filing all necessary city and state permits
- Assist in creating and executing event marketing plans
- Provide onsite support for all festivals and events
- Work to secure sponsors for events
- Work with the Administrative Assistant to maintain up-to-date client files
- Provide support to event participants prior to and during event(s)

A SUCCESSFUL EVENT ASSISTANT DEMONSTRATES:

- Excellent written and oral communication
- Ability to communicate with diverse populations
- Resourceful, well organized, highly dependable, efficient and detail oriented
- Computer skills – Proficient in Microsoft Office Suite and Google Docs
- Able to meet deadlines
- Effective time management skills are a must!
- Promote a positive team environment

QUALIFICATIONS:

- 21 years of age or older
- Excellent communication skills
- Knowledge of proper grammar and spelling
- Ability to prioritize tasks, solve problems and think on their feet
- Ability to lift heavy and/or awkward objects
- Ability to be on their feet for prolonged periods of time

LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:

Email your resume along with a cover letter outlining why you're interested in the position, what makes you a good fit, what your favorite food is, what your salary requirements are and salary history. Please no phone calls. We'll be in touch!