



Job Title:	Event Assistant		
Location:	Carlton, OR	Transportation:	Must have own vehicle or mode of transportation.
Level/Salary Range:	\$18-\$22/hour	Position Type:	Full Time; hours may change weekly depending on event schedule.

Applications Accepted By:

EMAIL:

Kristen Baxter – Operations Manager
kristen@abbeyroadfarm.com
 Subject Line: Event Assistant Position

MAIL:

Abbey Road Farm
 10501 NE Abbey Road
 Carlton, OR 97111

Job Description

INTERESTED IN BEING PART OF AN AMAZING TEAM, WHILE LEARNING ABOUT EVENTS? SEND US YOUR RESUME AND A COVER LETTER. PLEASE INCLUDE AT LEAST TWO REFERENCES.

ROLE AND RESPONSIBILITIES

Event Management

- Be present and eager to help while events are setting up and taking place.
- Help in all aspects of setting up and breaking down an event. (Must be able to lift at least 40 lbs)
- Moving and setting up inventory is a large aspect of this job.
- Assist our customers and vendors with enthusiasm, answer questions and provide excellent customer service.
- Ensure space is comfortable, clean and stocked during event.
- Keep an eye out for anything that could be just a little bit better, and make it happen.
- Communicate your experience and customer/vendor feedback to management in detail.
- If needed, communicate more urgent matters in real time.
- Ensure our space is safe and secure during events by looking for potential hazards and asking for help if anything or anyone seems unsafe.
- Take care of light janitorial duties, such as bathroom checks, mopping spills, etc.
- This person is responsible for locking up our space, making sure doors are secure, alarm is set and the space is closed properly with care.
- This is an entry level position with opportunity to move into event coordination and sales.

Other Tasks

- Special projects may be assigned depending on the season.
- Assistance with office work – responding to emails, putting together sales materials and packets, assistance with contract and invoice follow up, etc.
- Professional Networking – opportunities to attend tradeshow, networking events and other promotional events to assist in the sales process.

ONLY APPLY IF YOU ARE

- Positive and passionate about connecting with customers Detail oriented
- Not afraid to get your hands dirty, move and carry items (tables, chairs, etc.)
- Enjoy being part of a team
- Consistent and dependable
- Have flexible availability (most hours are late night & weekends)
- Have an ambition to learn and grow.