

Spotlight Events

EVENT ASSISTANTS & SUPPORT STAFF



Spotlight Events is an award-winning boutique event planning and design studio based in Port Coquitlam, BC.

We are now hiring Event Assistants & Support Staff for the busy 2024-2025 event season. This is a great opportunity for individuals looking to get hands-on experience within the wedding and event industry. We are looking for professional, passionate, hard-working and detail-oriented people to fulfill this exciting role.

Event Assistants & Support Staff are hired on a casual part-time basis. You must have flexible availability including some daytimes, evenings and weekends, and be willing to work split shifts and late nights. Some events may require travel (with expenses paid).

Tasks will vary based on the event details and logistics, but will include setup, take down, loading/unloading vehicles, vendor coordination, guest engagement, timeline tracking, packing/unpacking rental orders, as well as other responsibilities as assigned. Work will be carried out both on-site at event venues, and at our office/warehouse in Port Coquitlam.

SKILLS & EXPERIENCE REQUIRED:

- Access to reliable transportation is needed on event days
- Able to use personal cell phone for communication
- Customer service oriented with the ability to work in a high pressure environment while maintaining a calm, friendly demeanor
- Ability to take initiative and problem-solve with little supervision
- Creative eye and keen attention to detail
- Ability to follow instructions
- Strong interpersonal skills
- A "can do" attitude no matter what task is thrown your way
- Flexible and adaptable
- Possess the "hustle gene" and able to pivot on the fly
- Team player is a must
- Ability to lift at least 30 pounds, and is comfortable working on ladders



BONUS SKILLS & EXPERIENCE:

- Completion of a post-secondary event management program
- Experience working in the hospitality industry and/or as a server

Compensation is \$17-25 per hour depending on experience.

If this sounds like you, please email your resume to brittany@spotlightevents.ca. Please include a brief statement about why you'd like this opportunity, as well as a bit about yourself (your passions, hobbies, interests, anything!). This posting will remain active until all positions have been filled. Please note that only those selected for an interview will be contacted.

Thank you so much for your interest and for taking the time to apply!