

Ivan|Carlson

EVENT INSTALLATION TECHNICIAN

Full-Service Event Design + Production Company seeks an Event Installation Technician responsible for setting up and striking event décor. Our full scope of services includes production solutions for corporate, social, live entertainment, staging, technology solutions and show management.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Responsible for loading and unloading props, furniture, floral products and other event décor safely onto vehicles and trucks for delivery to clients and venues
- Prepares, assembles, installs and disassembles event décor safely – lighting, props, furniture, floral products and other event décor
- Responsible for leaving the venue clean and without damage
- Returns all event décor to warehouse
- Communicating and maintaining a professional manner with clients
- Time tracking jobs assigned via computer/mobile app
- Follows all safety guidelines according to company policies and procedures

QUALIFICATIONS:

- Team player, motivated and driven
- Interact with staff and clients in a positive and professional manner
- Strong attention to detail and ability to work independently, troubleshoot and problem solve
- Ability to understand, read and speak English, bilingual is a plus
- 1-3 years of event set-up experience preferred
- Ability to handle glass and fragile items safely
- Ability to multitask and take direction
- Strong communication skills
- Knowledge and ability to use tools and equipment safely
- Ability to work flexible hours; weekends, evenings, holidays
- Ability to travel locally, and outside the city and state
- Must have valid CDL driver's license and 2 years' experience driving 24' box trucks

We are an equal opportunity employer and value diversity in our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

- Competitive wage
- Paid Vacation
- Healthcare benefits
- 401K

Please email cover letter and resume to careers@ivancarlson.com with **EVENT INSTALLATION TECHNICIAN** as the subject line to be considered.