



JOB DESCRIPTION

Job Title: Event Setup and Warehouse Crew

Reports To: Warehouse Manager

FLSA Status: Non-Exempt

Category: Seasonal

Department: Warehouse

Seeking **Event Setup and Warehouse Crew** to assist during the busy late summer to early winter season (August through December). Responsible for packing and loading event decor, props, and furniture into trucks at warehouse as well as assisting with set up and breakdown of events across New England.

Duties and Responsibilities:

- Assisting in pulling and prepping of inventory items for events
- Loading and unloading trucks
- Cleaning and touching up of props
- Setting up and breaking down of décor
- Qualified applicants should also be able to lift 50 lbs.
- Drivers license needed; comfort driving a 15 ft box truck is a plus
- Must be willing to work nights and weekends

Qualifications

- Reliable
- Ability to take direction and respond to new tasks quickly.
- Works well as part of a team.

The noise level in this environment is moderate.