

WHITE SPACE EVENTS

is hiring!

Event Logistics Staff *for*

The Veranda @ The Whitcomb | The Vineyard at 12 Corners | 1928 Planning Co.

Questions & Applications:
visit: www.whitespaceweddings.com/careers

or contact

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White Space Events is a St. Joseph based company specializing in creating unique wedding experiences throughout Southwest Michigan. Our mission is to provide unparalleled service to our clients by taking out the stressful details of planning and hosting a wedding, leaving them to focus on the celebration and fun! We are looking to expand our seasonal Event Staff team specifically in the area of logistics. This position provides you the opportunity to work alongside a group of talented and dedicated professionals to help bring our clients' visions of their perfect day to life.

Position Description

Event Logistics Staff members are an integral part of carrying out the wedding day operations. Each staff member will be required to complete a specific set of duties based on the event and location. Duties will include, but are not limited to: following instructions and diagrams to set up or clean up the venue, ensuring cleanliness of venue and surrounding facilities, assembling or disassembling rental items and equipment, etc. In short - making sure every piece needed to make the event successful is set up or taken down properly in a timely manner.

Events will primarily be held on weekends but there are occasional weekday shifts needed as well. Set up for events typically begins at 7am and we often work through 3am with various shifts in between. White Space Events manages two flagship venues - one in St. Joseph and one in Benton Harbor however there will be some events hosted at nearby beaches, parks, etc. that you will be required to travel to. Every Event Logistics Staff member will be trained in all locations and duties so you will have the opportunity to gain experience in multiple areas.

The Ideal Candidate

This position is very physically demanding. Lifting, standing, bending, and stooping are daily requirements. Candidates must be able to move quickly and utilize various tools such as a leaf blower, push mower, screwdriver, etc. The bulk of daily duties will be performed outdoors from May through October so candidates must be able to work in hot or cold temperatures.

We work as part of a large team to make each event run smoothly so we are looking for individuals who work well collaboratively. This team depends on Event Logistics Staff to finish work quickly so reliability and flexibility are a must. Event days are extremely busy so candidates must take initiative to complete their tasks without constant supervision. Strong attention to detail and problem solving skills are also required.

Compensation

Event Logistics Staff will be paid on an hourly basis starting at \$11/hour. Compensation may increase throughout the season based on performance. Estimated hours per week is 15-20. Project based work not tied directly to an event is occasionally available and provides staff with an opportunity to increase the total number of hours worked.