



Production Team – Event Setup/Breakdown

At Olaya Events & Company, We Create Extraordinary Experiences.

It's more than a slogan, it's our purpose and we do it every day. There are long days and incredible challenges, yet when each event comes together there is no greater feeling than contributing to others' lives, whether it's a wedding uniting love and families or a corporate hosting, we are part of creating something larger than us. We want you to bring the determination, courage, and passion to everything you do to serve people. You will be expected to bring high level of attention to even the smallest details, to be your word and follow through on your commitments, to do the right thing, and to uphold team members in the highest regard. Our mission is to constantly improve ourselves, continuously raising our bar that we will inspire and lead by dominating the wedding and event market.

Together...we will knock people's socks off. We will make event planning stress-free. We will serve our clients so they feel like honored celebrities at their own event.

Overview of Main Responsibilities

- Setup Events
- Breakdown Events
- Event Equipment is maintained, organized, and put in its place.
- Maintaining the reputation of the property through its appearance and cleanliness to guests

We Are Looking For Someone Who

- Has a solution oriented get the job done attitude with a commitment to constantly improve.
- Is able to work autonomously with event setup/breakdown instructions and use checklists
- Has a commitment to making an event the best it can be and has the ability to see details that the "normal" eye would miss.
- Is able to prioritize tasks based on importance while having flexibility to shift when needed.
- Has strong teamwork and communication skills



Qualifications

- Strong Customer Service Background
- Able to Lift 100 Pounds
- Ability to work nights and weekends is required for this position.

Applying

- Send resume to olaya@venueatthegrove.com and answer the following – What is it that intrigues you about the job and why do you believe you're a fit?