



SEASONAL EVENTS TEAM LEAD

Company Overview

AMYI is a dynamic and innovative events company dedicated to offering curated events and occasion gifts. We are looking for enthusiastic and motivated individuals to join us in creating memorable events for our clients. As we continue to grow and expand our operations, we are searching for a Seasonal Events Team Lead for upcoming events.

Position Overview

As a Team Lead, you should demonstrate good physical dexterity, mental stamina, and high energy. The ideal candidate is expected to have excellent communication and attention to detail. While working in fast-paced environments, the Team Lead should be able to ascertain difficult situations and work professionally under pressure. Successful candidates should have decent years of industry experience, with 1-2 years of previous experience preferred.

Kindly note that the role being offered is seasonal in nature. This means that employment is temporary and tied to specific periods of high demand or particular seasons. While opportunities for extension or future employment may arise based on performance and business needs, there is no guarantee of continued employment beyond the seasonal period. Candidates considering this position should be aware of its temporary nature and be prepared for potential fluctuations in workload and hours.

Responsibilities

- Reporting and coordinating with the Event Assistant or Director during all steps of the event process.

- Ensuring proper protocol, both internal and external, is followed by all parties during events.
- Ensuring that safety standards and emergency guidelines are followed.
- Maintaining event venues cleanliness and organization at all times.
- Addressing any customer queries and complaints.
- Delegate responsibilities and roles to crew members for event execution.
- Assisting in cleaning before and after the event.
- Setting up, breaking down, and storage of furniture or equipment.
- Providing crowd control when necessary.
- Inspecting equipment for any damages/missing parts and reviewing the inventory before and after the event.
- Serving guests and restocking food and refreshments as needed.

Qualifications and Requirements

- High school diploma or equivalent.
- Attention to detail and excellent multitasking skills.
- Physical stamina and high energy levels.
- Adept in CRM systems for ticket management operations.
- Great communication and conflict management skills.
- Ability to work independently and collaboratively.
- Good time management and organizational skills.
- Ability to maintain composure in stressful situations, while providing excellent customer service.
- 1-2 years of previous related event staff experience preferred.
- Certification in CPR and/or ServSafe Food Handler required for select events.
- Ability to work flexible hours, including nights and weekends.

Compensation and Benefits

- Pay Range: \$20.00 per hour.
- Staff are entitled to discounts for use in future events upon successful completion of shifts.

Application Process

To apply for this position, please submit your resume using our application form on the careers section at amyievents.com. We thank all applicants for

their interest; however, only those selected for an interview will be contacted.