

# Event Support

Contractual Position (as needed basis)

Pay rate: Hourly rate

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Emerging Prairie is looking for event support help to aid in the set-up, day-of, and teardown process on events. As a small organization, our staff works tirelessly to run our events and programs but we simply do not have enough hands to get it all done! We are a 501c3 so we rely on a network of volunteers as our primary form of additional support but sometimes our events are so large and complex that we do not have enough volunteers either. So, we are looking to build our database of contractors to help with event support.

What can you expect as event support?

1. Physical labor - moving chairs, setting up/tearing down tables, hanging signage, setting up snacks, etc.
2. Customer Service - registration support, tours, answering questions, etc.
3. Specialized opportunities based on talents - social media support, audio/visual support, speaker/sponsor hosting, and MORE!!

Our hope is for individuals that have the following characteristics;

- Integrity with a high level of professionalism
- Passionate
- Caring
- Customer Focused
- Self-driven

## Minimum Qualifications:

- Some experience in the event industry preferred
- Willingness to work a flexible schedule to include working irregular hours and evenings
- High degree of attention required to prevent injury to others; promote a clean & safe work environment
- Clean driving record and a valid driver's license may be required
- Must be dependable and punctual
- Strong teamwork aptitude required
- Ability to work independently and coordinate multiple tasks
- Genuinely passionate about the topics that relate to our mission, such as entrepreneurship, founders, technology, AgTech, community development, social entrepreneurship, and others.

## Physical demands:

- Ability to continuously stand or walk during events.
- Ability to bend, squat, climb stairs and lift occasionally.
- Ability to lift up to 50 pounds occasionally.
- These physical requirements must be met with or without accommodation

## Work environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.
- Noise level in the work environment is frequently loud.
- Ability to work outside normal business hours on occasion.

Applicants should [complete this survey](#) and submit a resume to [admin@emergingprairie.com](mailto:admin@emergingprairie.com).