
HIRED ON AN AS NEEDED BASIS

For more information on our immediate needs please contact celeste@bcaphiladelphia.com

BCA is seeking freelance event assistants to be a part of their on-going “Experience Execution Team”, as Experience & Relationship Facilitators. Facilitators will be working at very professional, corporate events, therefore must have a positive attitude, be service-oriented, present a professional image, and possess excellent communication skills. Other desirable qualities include good judgment, integrity, hard-working, pro-active and self-disciplined. The Event Assistant position is perfect for stay-at-home moms, college students, those looking to get event experience, anyone in a freelance or consultant role, as well as many others just looking to make some extra money.

General Responsibilities

Responsibilities may include, but not limited to:

- Assist with full load-in, setup and load-out for events
- Manage and follow-up with online database of guest RSVP's
- Assist with Sponsor logistics for events, including setup and branding placement
- Assist in coordination of guest speaker, hotel, car service, flight info, etc
- Assist in management of event script and timeline
- Assist with catering logistics
- Assist with signage placement and sponsorship fulfillment
- Assist with room setup, décor and table placement
- Manage on-site Registration and check-in of all guests

Qualifications

- Eligible and authorized to work in the United States;
- At least 18 years of age
- A high school graduate (diploma, GED or equivalent)
- Able to speak, read and write English;
- Available to work various shifts;
- Must be able to stand for more than 90% of your assigned event shift
- Must be able to pass a background check if requested
- Must be a self-starter and have the ability to take initiative and work independently when needed
- Ability to multi-task while maintaining attention to detail and demanding deadlines
- Must be able to work off-hours as some events are early morning or evening.
- Must be a team player and be able to work with others to achieve a common goal.
- These requirements are a given and I shouldn't even have to mention them: knowledge of Excel, Word, PowerPoint, internet, email, strong communication skills, strong phone skills and a quick learner

To apply, please send resume to celeste@bcaphiladelphia.com