

PRODUCTION ASSISTANT



JOB OVERVIEW:

AREA15 is seeking an innovative Production Assistant to help assist the Event Producer with organizing, assisting, and executing events and shows at AREA15 as directed by the Creative Manager/Event Producer. This is an entry-level position providing hands-on support to the Production Department.

RESPONSIBILITIES AND DUTIES:

- Administrative office and non-office duties i.e., sorting, assembling, collating, organizing, labeling, identifying, grouping
- Data entry tasks on spreadsheets, tables, and worksheets
- Order, track, and organize an inventory of items needed for each event as directed by your manager
- Pick up items locally needed for events
- Provide the department leadership team with administrative support on department financial reports. Work with the Finance team to verify or source data when needed.
- Take meeting notes and distribute notes as directed
- Source out items needed and present to the Event Producer for approval
- Work with vendors on bidding items needed for events and present best options to the Event Producer for them to make the final pick
- Perform administrative tasks in organizing events and provide hands-on support to onsite events as directed by your manager. May execute discrete tasks in smaller events when asked within guidelines/specifications.
- Work with the labor team to verify the event layouts are being completed properly
- Assist the Event Producer create layouts for events and provide administrative support.
- Improve job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations with department manager's approval.
- Learn the company brand standards to help ensure all areas of events are following those guidelines and standards
- Other duties as assigned from time to time

QUALIFICATIONS & SKILLS

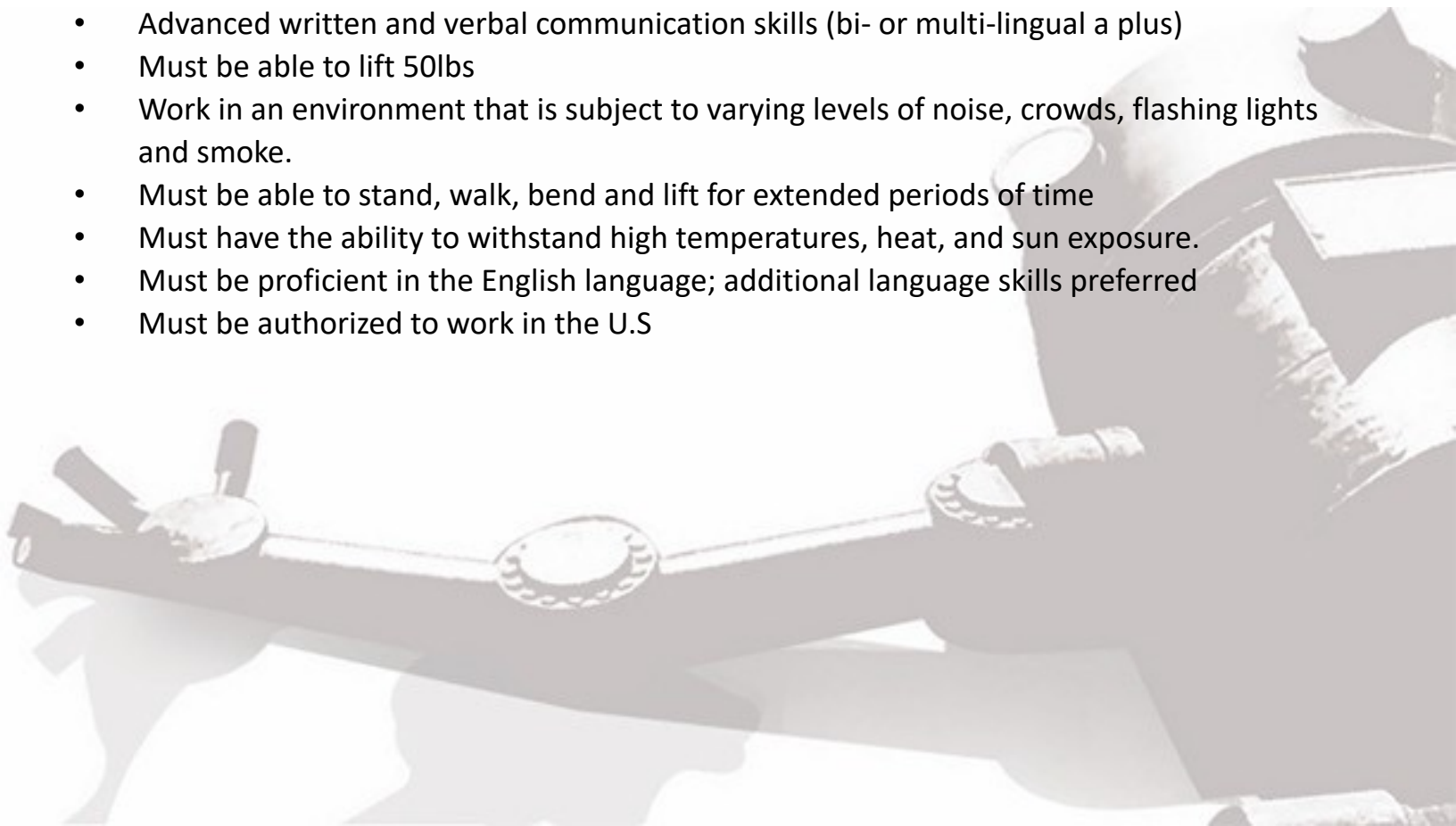
- Bachelor's degree from an accredited college or university, preferably in Hotel Management, Marketing or Business Administration or equivalent combination of education, training, and experience are preferred
- 1+ years of direct experience in events and/or hospitality environment
- Festival & event production preferred

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QUALIFICATIONS & SKILLS

- Experience with Tripleseat, Hubspot, Social tables or any Sales & Catering Systems / Reporting programs a plus.
- Proven history of fostering teamwork especially with operations, HR and finance
- Proven history of being responsive to team needs/demands
- Proven history of meeting milestones and goals established by managers and staff
- Proven history of taking and adhering to instructions and directions
- A high level of organization
- Fostering client relationships
- Working knowledge of Microsoft Office suite (Particularly Excel)
- Excellent customer service skills
- Proven history of accomplishing tasks within deadlines and due dates
- Proven history of taking on new tasks without hesitation
- Detail-oriented and meticulous in delivering error-free work product
- Provides feedback and updates on task due dates and completion schedules
- Have interpersonal skills to deal effectively with all business contacts
- Professional appearance and demeanor
- Ability to work varied shifts, including weekends and holidays
- Advanced written and verbal communication skills (bi- or multi-lingual a plus)
- Must be able to lift 50lbs
- Work in an environment that is subject to varying levels of noise, crowds, flashing lights and smoke.
- Must be able to stand, walk, bend and lift for extended periods of time
- Must have the ability to withstand high temperatures, heat, and sun exposure.
- Must be proficient in the English language; additional language skills preferred
- Must be authorized to work in the U.S



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ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit www.AREA15.com and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "PRODUCTION ASSISTANT" AS THE POSITION YOU ARE APPLYING FOR.

