



Job Position: Event Installer
Department: Operations
Reports To: Director of Operations

JOB SUMMARY:

As an Event Installer at our event rental company, you will be responsible for the setup and breakdown of rental equipment at various event locations. Your role will involve ensuring that all equipment is installed safely, efficiently, and according to client specifications. You will work closely with other team members to deliver exceptional service and create memorable event experiences for our clients.

JOB RESPONSIBILITIES:

- Set up and takedown of tents, stages, dancefloors and lighting
 - Delivery of equipment; tents, stages, floors, lighting, tables, chairs, etc.
 - Loading and unloading of trucks
 - Cleaning, maintaining, and repairing equipment
 - On-site interaction with clients
 - Uphold company safety standards and ensure appropriate safety procedures are followed
 - Other duties as requested
 - Adheres to and enforces all company policies, procedures, rules and regulations in written or verbal form
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SKILLS:

- Knowledge of standard Microsoft office suite (word, excel, outlook, etc.)
- Ability to work well independently, incorporate suggestions and to meet deadlines
- Good team player to fit into the HTE company culture
- Strong knowledge of Internet & how to utilize technology efficiently
- Must be comfortable working sitting down and on a computer for long hours as work will be performed in both an office setting and outside as needed and may be exposed to the outside elements.
- Ability to work some nights and weekend work as business needs
- Preference given to event, rental or hospitality industry experience
- Must be able to lift/move approx. 50-70lbs
- A high school diploma or equivalent GED is preferred but not required, preference given for associate or bachelor's degree
- Ability to multi-task priorities and manage time proficiently
- Excellent written and verbal communication skills and ability to interpret directions in written, oral, diagram or schedule form
- Attention to detail and have strong customer service focused mentality

BENEFITS:

Our company offers a comprehensive benefits package designed to support the well-being and professional growth of our employees. Benefits include company paid health insurance, (medical, dental, and vision), a 401(k) retirement savings plan with company match, paid time off (vacation, sick leave, and holidays). These benefits reflect our commitment to creating a supportive and rewarding work environment.

Our company is an equal opportunity employer, we celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran.