



PLANNING & DESIGN ASSISTANT / EVENTS DIRECTOR

COMPENSATION: PER PROJECT BASIS, \$30-\$40 HR. PART TIME ONLY

JOB DESCRIPTION:

Event Assistant (EA) to assist the lead planner and lead designer for different event related tasks and ensure client is satisfied with the process and final event product. The EA will work alongside the lead planner, lead designer, and event coordinator.

JOB GROWTH:

It is our goal for the Event Assistant to grow into the Events Director role. As Events Director there is an opportunity to obtain project ownership through creativity and logistics of the events. Events Director rate is to be discussed.

YOU'RE PERFECT FOR THIS ROLE IF:

- Want to be a part of the event industry- Weddings, Private Events, Corporate, Experiential Marketing.
- You're looking for a very flexible part time job with good pay and work from home
- You're able to sign on for projects that last a year to a year and half sometimes
- You find yourself pinning pretty things on Pinterest
- You like playing with colors, layouts, interior design, floral design, and all things design
- You like going to tastings, exploring new venues, and industry networking events
- You enjoy thinking creatively
- Able to manage your own time and hours while getting tasks done
- Can handle multiple projects at once and love organization
- You want to work with a strong female team
- You're a go getter/self starter with the ability to problem solve and find creative solutions/fixes
- Love working with clients and managing them
- Not afraid to travel and explore new places/areas
- Love to have wine night with Nat and the whole KD team
- Love team bonding activities

RESPONSIBILITIES & EXPECTATIONS:

- Must be on status calls to take notes (roughly 1-2 hours a month), as event nears be on status calls as needed by the lead planner/designer.
- Must be fully available on event project date or dates
- Must be available via email and calls/zoom as needed
- Some travel is required (expenses will be paid by KD)
- Review planning decks and design decks made by lead designer/planner for feedback
- Assist in logistical planning as needed
- Assist in all vendor outreach and securement as needed
- Assist in design/ creative intent as needed
- Assist in creative solutions for clients as needed

- Able to attend site visits when needed (1-2 times a project)
- Willingness and eager to learn!

JOB QUALIFICATIONS:

- Fast learner
- High understanding of Gmail (must know how to “reply all”), Gsheets, Gdocs and all GSuite Apps
- Comfortable interacting and speaking to clients
- Know how to manage clients and their expectations
- Know how to manage a team and work within a team
- Keynote proficient
- Communicative
- Willingness to learn and use our Project Management system “Asana” to stay organized
- Willingness to use “Slack” to communicate with the team
- Have your own computer

PERKS:

- Meet lots of new clients from all different backgrounds
- Explore new venues and get treated to food and drinks at times
- Tip on event date (range from \$100-\$500)
- Lots of wine and team bonding
- Fun industry events
- Happy Hour at cool new locations with Nat and the team
- Ability to make more money for different tasks that fall out of scope of project

INTERESTED IN APPLYING?

Send your resume and a little brief about who you are in an email to letstalk@komolmis.com with the subject line “Events Assistant”.

If it’s a good fit, we’ll reach out and schedule a zoom chat while you get to meet some ladies on the team.