



Job Title	Staff, Signage and Branding Assistant
Reports To	<i>Manager, Environmental Design (Event Branding)</i>

Job Purpose

The Signage and Branding Assistant is a critical role within CEM and coordinates all signage and branding efforts for our events through the production and staging. This role works closely with the Manager, Environmental Design and is responsible for assisting with coordination of production of environmental signage that creates a positive experience for all event stakeholders.

Full-Time

Non-Exempt

Duties and Responsibilities

Warehouse

- Coordinate day to day signage operations within CEM warehouses, under direction of the Environmental Design Manager
- Assist in maintaining physical signage inventory and ensure it is accounted for within CEM provided template
- Help ensure signs are sorted/separated by event and area as directed by Environmental Design Manager for storage
- Ensure signs are clean and ready for deployment pre and post event
- Inventory and sort signs post event
- Assist in preparing and sorting signage prior to each CEM Event
 - Create packing lists for vehicles and PODS
- Receive and audit signage from signage vendors
 - Ensure quantities, finishing, sizing, and logos match proof
 - Confirm receivables with Environmental Design Manager within 2 hours of arrival/audit
- Participate in weekly Operations calls
- Participate in weekly meeting with Environmental Design Manager
- Take photos of signage and place them into signage guidelines to keep inventory current

Event Site

- Responsible for inventory and distribution of signs within signage compound
- Provide daily updates to Environmental Design Manager of remaining inventory and distribution status, while on event site
- Receive and audit signage from signage vendors delivering directly to event site
- Receive, sort and pack signage post event to reload on trucks and PODS
- Assist in providing direction and coordination to additional signage crew members who will come on as event staff
- Responsible for quality assurance and accuracy of sign installation and appropriate locations

- Install signage throughout event site

Other

- Aid in identification of sustainable practices to be used across events
- Work in collaboration with other internal departments to ensure signage/branding plans are met
- Other duties as assigned

Qualifications/Requirements

- High School diploma or equivalent; college degree preferred
- Experience with event management operations and or running/athletics industry
- Two years of warehouse operations experience
- Excellent communication skills – This includes internal communications with supervisor and CEM staff as well as with vendors and contractors
- Detail oriented and attention to detail.
- Proficient with Microsoft Office including the ability to read Excel spreadsheets and make updates and changes
- Adobe Creative Cloud familiarity with interest in learning Indesign, Photoshop and Illustrator
- Comprehension of CADs, Diagrams, Maps, Instructions and branding guidelines.
- Ability to multi-task
- Strong planning and organizational skills
- Ability to be a self starter and be proactive vs reactive
- Excellent people and process management skills
- Accountability is a must. Follow up skills and ability to finish tasks
- Willing to learn to operate a forklift and drive a boxtruck

Education/Experience

- Bachelor's degree preferred within relevancy of job skills and expectations
- Minimum of 3 years of job-related experience
- Ability to assist with coordination of multiple projects concurrently with ease, clearly communicating goals and milestones

Working Conditions/Physical Requirements

Moderate walking, standing, and/or climbing, heavy lifting and carrying, stopping, bending, kneeling, and reaching. Work both inside and outside.

- Ability to travel as required
- Work is performed occasionally in a warehouse environment, occasionally in an office environment
- The employee may be asked to occasionally lift and/or move up to 70 pounds

Expected Work Schedule

- 40 hours/week distributed Monday – Friday, with periodic weekend events

- During the weeks preceding an event, anticipated hours are 40+ and will be established in advance based upon event need

Approved by: <i>Signature & Title</i>		
Date approved:		
Employee Acknowledgement:		