



<b>Job Title</b>	<i>Staff, Event Logistics</i>
<b>Reports To</b>	<i>Supervisor, Warehouse Operations &amp; Logistics</i>

### Company Overview

Chicago Event Management is more than an event production company, it's a team motivated to connect the communities we serve through the events we produce. At the core of our organization, we believe in sharing best practices, using learnings to create unforgettable experiences and building lasting relationships that lead to new ideas and innovation.

Since its inception in 1996, CEM has stayed true to this mission and as a result, has become a leader in event production and the endurance sports industry.

### Job Purpose

We are searching for an enthusiastic team member who will actively contribute to our event logistics team. The ideal candidate has some transferable experience and an interest in learning and developing in the event production industry, specifically in logistics and operations.

This entry-level position involves contributing to the event production projects focused on preparation, and maintaining of event equipment, product, and supplies, as well as the execution of event operations and logistics plans at company produced events. Work is performed in-person at the CEM Warehouse located in Bellwood, Illinois, and event production will take place at event sites throughout Chicago.

**Full-Time**

**Non-Exempt Hourly**

### Duties and Responsibilities

- Support warehouse projects, including completing inventories, preparing, picking, packing of various event equipment, supplies, and product, etc.; including but not limited to facility supplies, merchandise, uniforms, product, first aid/medical supplies, equipment and tools, etc.
- Loading/unloading, delivery and receiving of equipment, product, and supplies at warehouses and event sites;
- Support management of company fleet (cars, trucks, trailers, carts), ensuring fleet is prepared, delivered and staged for operation at event sites;
- Support day-to-day warehouse facility operations and activities, including facility maintenance, security, health and safety compliance;
- Support Signage and Branding manager with day-to-day operations, including maintaining physical signage and branding inventories, organizing signage/branding by event and type, ensuring signage assets are well-maintained and ready for deployment pre and post event,

including but not limited to cleanliness and presentation quality, maintaining inventory, maintenance, and preparation of all items required for signage installation;

- Promote improvements to internal controls and processes in the warehouse;
- Assist in the implementation of CEM's sustainability practices and initiatives within warehouse facilities;
- Assist with projects taking place within CEM warehouse facilities by various company departments;
- Engage in event planning and recap meetings, as well as operations and logistics team meetings;
- Support event site Distribution Crews with distribution of product, supplies, and equipment throughout event sites;
- Support Equipment Distribution facility team with management of check-out/in processes for equipment, tools, and items;
- Support event site operations crews, captains, and managers in build out and tear down of event sites;
- Other duties as assigned

### **Qualifications/Requirements**

- Experience in forklift operation or a willingness to learn this skill is required.
- Driver's License required. Experience or willingness to learn skills for operating small box trucks, pick-up trucks, trailers, and vans is necessary.
- Ability to communicate effectively with staff/vendors to complete projects and tasks.
- Proficient in multitasking, planning, and executing job tasks within assigned timelines.
- Keen attention to detail and strong time management skills.
- Self-starter with the capacity to follow directives.
- Ability to perform or learn basic maintenance on various equipment using standard tools.
- Punctual and able to arrive on time and ready to work.
- Consistently able to work scheduled hours without interruption in a high-volume event production environment.
- Arrives at work with all necessary tools and protective equipment (e.g., rain gear, cold gear, protective boots, etc.).

### **Education/Experience**

- A high school diploma or its equivalent, GED Certificate
- Minimum of 1 year of recent experience in warehousing, event management, retail, or another detail-oriented and results-driven role is preferred.

### **Working Conditions/Physical Requirements**

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

- Work is performed primarily in a warehouse or event site environment;
- The employee must occasionally lift and/or move up to 70 pounds;
- During events, working in a high-paced and time sensitive environment; exposed to various outside elements.

### **Expected Work Schedule**

- Typically, 40 hours/week distributed Monday – Friday
- Around events, anticipated hours to exceed 40+, with early morning, evening, and or weekend work expectations
- Position is Full-Time, Non-Exempt Hourly, with benefits (medical, dental, vision, 401(k), paid time off)

### **How to Apply**

Interested and qualified applicants are encouraged to apply by emailing their resume to Human Resources at [resume@cemevent.com](mailto:resume@cemevent.com).

*Chicago Event Management is an equal opportunity employer.*