bolder events

Event Staff S1 (Part-Time)

Who We Are: Bolder Events is a woman-owned and operated Colorado-based company dedicated to delivering fundraising event solutions to nonprofit organizations and schools. We provide our clients with consulting, day-of event staff, and software, taking the stress out of planning and executing a successful fundraising event. Based in Denver, Colorado, Bolder Events currently partners with more than 225 organizations throughout the state of Colorado and across the country.

Our Mission: Help nonprofit organizations exceed their fundraising goals through event service and software solutions, provided by our passionate, knowledgeable team of event experts.

The Core Values We Live and Breathe:

BE Here for You • BE the Calm • BE a Great Human • BE Bold

Key Duties & Activities:

- Understand and execute event night responsibilities as assigned by event manager
- Use multiple event auction and ticketing softwares, helping staff and guests with questions, placing auction bids, and other issues
- Conduct guest check-in and check-out at events and organize event materials
- Record auction and retail fundraising sales and conduct data check for accuracy
- Strong customer service and ability to work with a variety of personalities
- BE the Calm: Bring a calm confidence to each event, like a duck on the water!*

**Please note: flippers are not acceptable event footwear, but the holiday party is fair game*

The Perks:

- Working with great humans
- Flexibility in shift selection
- Shift meal provided at most events
- Mileage reimbursement based on location (more than 70 miles)
- Parking reimbursement
- A fabulous company holiday party that is the invite of the year!
- Bolder Bucks© employee rewards program

Qualifications & Skills:

- Strong customer service skills: friendly and personable
- Ability to work with a wide variety of personalities
- Adept at staying calm in high-stress, fast-paced environments
- Proficient computer/technology skills
- Ability to learn new terminology, software, and event processes quickly
- Professionally represent Bolder Events to its nonprofit clients and a wide variety of event attendees including community members, business owners, etc.
- Strong attention to detial*
- Interest in events, nonprofit fundraising, and/or hospitality a plus

**like this one*

Job Requirements & Physical Demands:

- High School diploma or equivalent preferred with one (1) year customer service experience
- Must have reliable transportation
- Available on nights and weekends
- Complete Event Staff S1 virtual training and sign up for at least 3 events within first 45 days of probationary period of employment
- Work primarily involves sitting or standing at a desk/table using a computer for extended periods of time, up to 8 hours
- May involve lifting up to 50 lbs. and walking throughout event venues to support event activities

Supervisor: Event Manager
Job Level: S1
Salary: Starting wage of $19.50 per hour

Apply at https://bolderevents.com/jobs/

Bolder Events is dedicated to creating a diverse and inclusive work environment and committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We embrace and celebrate the unique experiences, perspectives and cultural backgrounds each employee brings to our workplace.