

EVENT LOGISTICS MANAGER

Full-time, year-round

Starting pay: \$24/hour with 40 hours

guaranteed pay and annual bonus



ABOUT US

At Bend Party Rentals, everything's a party.

This refers to what we do – from baby showers to celebrations of life, we help our clients celebrate each party along the way. Weddings, birthdays, anniversaries, holiday dinners, estate sales, business meetings, fundraisers, graduations, corporate events...everything's a party.

And it's how we do it – we enjoy helping our clients start their celebration. For us, the party starts when we arrive. We celebrate along the way during the busy season and enjoy our downtime when things slow down.

From tables and chairs, to tents and dance floors, we provide event rental equipment to the Central Oregon region. We've been doing this since 2010 and are well-positioned in the Central Oregon event industry. We are looking for teammates who want to sustainably grow with us for many more parties to come.

ABOUT YOU

You enjoy working outdoors in a variety of settings. Physical work doesn't scare you and you're able to carry tent pipes, haul dance floors, climb ladders, and stack chairs. You know how to haul a trailer and can back it into a tight spot on demand. You have customer service experience and know how to deal with all types of personalities while solving problems without drama. Ideally, you've been in the event industry and know how to set up commercial event tents, but you're a quick learner if that all sounds new to you. You're dependable and committed to the team you work with. Getting paid to get the job done correctly and quickly, so you can enjoy your own time after work, sounds better than riding the clock. You're comfortable leading your teammates to ensure jobs get done correctly, safely, and on schedule.

WHAT YOU'LL DO

As the lead driver for BPR, you'll get our rental items where they need to go, driving a full-size pickup and hauling a cargo trailer. You'll work with the Events Director to schedule the week's deliveries, communicating arrival times to clients in advance. Then you'll work with your teammates to load rental items from storage and deliver them to event venues. You'll carry folding tables, haul stacks of chairs with hand-trucks, install event tents, set up stages and dance floors, hang lights and décor...just to name a few. When the party's over, you and the team will take it all down, return it to the warehouse, unload it, clean it, and store it for the next party. You'll make sure the team keeps the warehouse in good shape and you'll oversee the maintenance of the truck.

WHEN YOU'LL DO IT

The nice thing about our role is, we set up the party and we take down the party. But we don't have to work the party. A typical work week begins on Thursday with deliveries through Saturday morning. Then we start again on Sunday to pick up rentals and wrap up on Monday. Tuesday and Wednesday are typical days off for the delivery team. We often get our day started early, whether it's to beat the heat in the summer, or to take down a party before the next one starts at a public venue. We occasionally need to be available in the evenings when venues require after-hours pickups. Our peak season springs to life in April and slows down after October. While there are still parties in the winter, the off-season is a time to celebrate our hard work and enjoy some R&R, while being paid guaranteed hours.

ESSENTIAL DUTIES

- Event Delivery and Installation
 - Responsible for driving BPR delivery truck and trailer, to include maintaining a clean driving record
 - Load and deliver event rental equipment to event venues
 - With support of Events Director, plan weekly delivery schedule using inventory/client management software
 - Lead BRP event staff at warehouse and onsite at client venues
- Warehouse & Fleet Management
 - Ensure proper storage of rental equipment
 - Maintain and clean rental equipment, to include basic repairs, refinishing, painting, etc.
 - Facilitate regular truck maintenance (oil changes, tire rotation, cleaning, etc.)
 - General maintenance of storage area
- Client Support
 - Communicate weekly delivery arrivals with clients
 - Serve as on-site contact for clients at event venues to ensure proper delivery and installation of rental items

REQUIREMENTS

- High School diploma or equivalent
- Valid Oregon driver's license
- Clear background check (upon conditional offer of employment)
- Clear driving record (upon conditional offer of employment)
- Physical requirements:
 - Climbing a ladder
 - Repetitive heavy lifting (75 lbs. or more)
 - Walking/standing for long durations of time
 - Lifting overhead
 - Bending/kneeling
 - Pushing/pulling heavy loads with hand truck
 - Working outdoors in the heat and cold
 - Using basic hand and power tools