

HAUNTED TRAILS JOB DESCRIPTION

EVENT MANAGEMENT ASSISTANT

Company: HAUNTED TRAILS FAMILY ENTERTAINMENT CENTER & PICNICS

Responsibilities include:

- Assisting Event Managers and Operation Managers with pre-event special event and group preparation
- Assist in onsite management of company picnics: i.e. event check in, help desk, tracking attendance, distribution of wristbands, game cards, agendas, etc.
- Manage guest check-in area, agenda implementation, etc. as well as other duties as needed.

Other duties may include:

- Calling prospects;
- Preparing purchase orders and confirming final details
- Assist with groups and birthday parties
- Other duties as needed.
- Internship: This position would give the student considerable insight and experience in the event planning business and industry, commercial recreation industry and in sales and marketing. Areas reviewed would include: pricing, management, organization, promotion, communication, scheduling and vendor relations.
- Represent the company at offsite events and festivals

Requirements

- Student must have access to a car to drive to offsite events as needed
- Strong communication skills to work with the adult guests and with children.
- Attention to details and safety awareness
- Energetic, personable and professional manner that enjoys working special events.
- Work Schedule: Part Time - Most Saturdays and some Sundays usually from 9AM – 5PM, starting June 8th thru September. Weekday hours 9:30AM – 2:30PM as needed.

Start Date: Week of Monday, June 3rd.

Contact: Elena Ruane
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