

Event Assistant Position/ Event Intern

The Baby Bump Expo NW produced by Kx2 Enterprises, LLC is seeking temporary Interns and Assistants for the set up day and day of the event on Friday, May 6th and Saturday, May 7th.



Set-up Day

On Friday, May 6th tasks may include the following for the event set up day:

- Help coordinate set up of vendor booths
- Help greet and direct vendors for check-in
- Set up displays
- Decorate VIP tables
- Organize merchandise
- Stuff gift bags
- Other various tasks

Event Day

On Saturday, May 7th tasks may include the following for the event day:

- Welcome and direct attendees
- Hand out gift bags
- Manage info and will call booth
- Restock merchandise
- Break down VIP table décor following VIP brunch
- Collect raffle tickets
- Manage/help with Stroller Trial Trail featured area
- Manage/help at safety booth feature and workshop area
- Other various tasks

Qualifications

Intern Position:

- Friendly and high energy
- Prior retail or customer service experience helpful
- Desire to learn more about event coordinating
 - No previous event experience required

This position is unpaid, but an opportunity for experience and resume building.

Assistant Position:

- Friendly and high energy
- Prior retail or customer service experience required
- Experience with other events preferred

This position is a paid (independent contractor) position.