To Apply:

E-mail or fax a cover letter, resume, and portfolio photo to:

Jake Colosimo
jcolosimo@elfentertainment.com
Fax: 724-449-9242.

If e-mailing your resume please use “Application for employee, First Name_Last Name” as your subject line.

Applications not following the above application process will not be considered.

Requirements:

• Ability to work a minimum of 10-15 hours per week
• Possess a reliable means of transportation to and from E•L•F Entertainment headquarters
• Available for weekend hours
• Ability to be flexible: As an event company, an employees' schedule will vary from week to week. E•L•F will do it’s best to accommodate your schedule, and, in return, we ask that you do your best to work with ours.
• Willingness to travel and possibly drive company vehicles to and from event locations (*generally events will require same-day departure and return)
• Maintain open and honest communication with staff manager

Qualifications:

This position is open to all college students with interests in installations, management, customer relations, and promotions. Must be flexible, a team player, motivated, and task oriented. Must also be dependable, able to learn quickly, and trustworthy.

Duties Include:

• Working as a team and independently
• Traveling to and from events and installations as assigned
• Assisting with the set-up and tear-down of event site
• Installing landscape lighting systems
• Working at inflatable events ensuring the safety of attendees
• Promoting brand awareness at marketing events
• Cleaning and servicing equipment in-house
• Delivering products and information
• Arriving on time and being prepared for work
• Interacting with customers of all ages
• Distributing marketing materials
• Actively contributing ideas to develop and refine E•L•F processes and events