



Title: Event Assistant

Reports to: Event Planner

Main Roles and Responsibilities:

- On site implementation of layout and design elements; including table placement, moving inventory, and other necessary physical set up
- Support lead designer and planner in event execution
- Proactively handle any arising issues and troubleshoot emerging problems as needed.
- Assist with post event breakdown and organization of inventory
- Special projects pre-event and post-event as assigned or as needed
- Act as a team player and perform other duties as needed

Qualities and Characteristics:

- Detail Oriented - catching small things, making sure tables are set well, linens are correct, etc.
- Flexible - able to jump in wherever is needed to assist in event execution.
- Organized -- systems come easily, having the ability to create administrative structure, following through on tasks, being a part of a coherent unity in the team, ie. being part of a functioning whole
- Great Communication skills -both verbal and written. Being able to speak with all types of people and manage their personalities and meeting their expectations
- Time Management - prioritization, following a task through to its completion, staying focused on the task at hand, meeting client map timeframes
- Hustle -- pitching in to complete whatever needs to be done, not operating from a place of ego
- Independent worker -- thinking broad picture and being task oriented.
- Collaborative -- working well with vendors, director, interns to make sure each event is successful and seamless
- Ability to maintain a cool head and work in fast-paced environment. Ability to remain calm, collected & pleasant under pressure
- Reliability -- being a part of a small team means that we operate a lean machine -- showing up to do your part and what is needed for that day is essential
- Physicality - Must be able to lift 25 lbs and work on feet for long hours and in difficult weather conditions.
- Embody Orpha's mission statement: We add joy, beauty, originality, and creativity to people's lives.

- Embody Orpha's core values -- working from a place of gratitude, being an enthusiastic learner, being a problem solver, and a creative thinker (thinking outside the box)
 - We create and envision. We explore ideas and possibilities. We expand our horizons. We solve problems.
 - We challenge ourselves and the status quo.
 - We are grateful. We are open.
 - We are unafraid and we are present.
 - We love what we do. We are Orpha.

Orpha Events is an award-winning, full-service luxury wedding design & planning firm based in Charlottesville, Virginia. We focus on inspired designs and flawlessly executed events that create a celebratory space for our clients and their guests. High quality design, meaningful events, and bespoke experiences that authentically reflect our clients and their values is our top goal.