

Job Description: Event Set-up Team Member at Top Pic Collective

****Location:**** Michigan

****Company Overview:****

Top Pic Collective, a renowned luxury event design brand based in Michigan, is seeking energetic and dedicated individuals to join our Event Set-up Team. Specializing in creating unforgettable experiences, we operate across various prestigious venues within our banquet facility and other special properties. Our mission is to exceed clients' expectations by transforming spaces into breathtaking settings for every occasion.

****Position Summary:****

As an Event Set-up Team Member, you will play a critical role in the preparation and execution of events, ensuring every detail is flawlessly implemented. Working under the guidance of the team leader, you will collaborate with both the Lifeline team, focusing on deliveries, rentals, and warehouse management, and the Unicorn Squad, known for their creative onsite event design. This position requires flexibility, a positive attitude, and the ability to work in a fast-paced environment.

****Key Responsibilities:****

- Assist in all aspects of event setup and teardown, including but not limited to, floral production, design production, and warehouse duties.
- Follow the direction of the team leader and work cohesively with other team members to meet event requirements.
- Ensure venues are clean and operationally efficient before and after events.
- Support load-in and load-out duties for events, managing equipment, and décor items.
- Maintain a helpful and proactive approach to all tasks, contributing to the overall success of each event.

****Requirements:****

- Ability to follow instructions and work well within a team.
- Capacity to stand for extended periods and lift up to 35 lbs.
- Availability to work a flexible schedule, including nights and weekends, specifically Friday, Saturday, and some Sundays.
- Positive, energetic, and hardworking attitude, with a keen attention to detail.
- Excellent communication and interpersonal skills, capable of working independently and as part of a team.
- Valid driver's license (required for the Lifeline team).

****Position Details:****

- Hours: Variable; primarily Thursday through Monday.
- Location: Various venues within Top Pic Collective's property in Michigan.
- This position may serve as an ideal second job, offering flexible scheduling.

****Our Teams:****

- ****Lifeline Team:**** Focuses on deliveries, rentals, and warehouse management.
- ****Unicorn Squad:**** Specializes in the magical onsite design and décor of events.

****Why Join Us?***

At Top Pic Collective, you'll be part of a dynamic team dedicated to crafting extraordinary events. We offer a creative and supportive environment where your contributions are valued and encouraged. This role provides a unique opportunity to be involved in all aspects of event production, from behind-the-scenes preparation to the final reveal. If you're passionate about creating memorable experiences and eager to learn and grow within the luxury event industry, we'd love to hear from you.