

# BERBANK EVENTS

## RENTALS & DESIGN

# Draping & Event Designer

### Job Description

Berbank Events is a party rental & design company serving the Upstate of SC. We are looking for a skilled individual to join our fast-paced event team. Berbank specializes in party rentals, lighting, draping, plants and equipment used in creating special events.

We're looking for a creative, energized, detail oriented, self-motivated, well organized problem solver with a professional demeanor, able to communicate effectively with managers and team members. Candidate must have flexibility with work schedules that may include early morning hours, and weekends with occasional late nights.

### Responsibilities

*What you will do:*

- Collaborate with Event Planners/Coordinators to create custom draping & event designs
- Create story boards to include floor plans, rendering, sample fabric, & photos.
- Responsible for attending site tours and inspections on an as need basis with client & other vendors
- Manage relationships with vendors, venues, & clients
- Work with Event Managers to plan for upcoming events
- Install & strike event rentals on event locations in a timely manner
- Maintain and organize rentals
- Work comfortably on ladders more than 10ft tall and lifts (Required)

### Requirements

- Current SC license and Able to Provide Clean Driving Record from DMV
- Ability to lift up to 50lbs & push up to 100lbs
- Ability to work with basic hand tools (In the case of DIY projects and small fixes on event site)
- Special Event Industry: At least 1 year experience preferred
- Basic sewing ability is a plus
- Proficient with Microsoft Word
- Adobe Suite knowledge a plus
- Fluent in English - bilingual in Spanish is a plus
- Available to work some evenings and weekends
- Must have reliable transportation to and from work

### Required license or certification:

- SC License with Clean Driving Record

### Employment Type

Full/Part - Time

### Job Function

Event Set Up  
Event Strike  
Design

### Salary

\$15.00/hour

Please email your resume to [lauren@berbank.com](mailto:lauren@berbank.com) with the subject line "Event Crew"