



Gee Willie Entertainment, based in Ames, IA, was founded in 1991 and provides entertainment for all ages in a fun, professional manner. Originally a disc jockey service, Gee Willie Entertainment has expanded into a full service entertainment agency specializing in interactive amusements like inflatable games, mechanical bulls and climbing walls.

Event Coordinator

Job description:

To coordinate the details of Gee Willie Entertainment events, as assigned, throughout Iowa from May through September.

Responsibilities:

- Communicate with the client before, during and after event.
- Ensure necessary paperwork and contracts are completed by client and payment is collected.
- Manage team of 2 to 5 assistants per event; assign and communicate their roles and responsibilities and ensure they stay on task during each event.
- Manage the set up and tear down of all equipment at events.
- Organize all breaks, food and water for team members at event site.
- Prepare necessary equipment with Warehouse assistant.
- Organize/train volunteers at event site, when necessary.
- Responsible for resolving any equipment failures or other problems that may arise during an event.
- Report any equipment/vehicle/supply damage or problems to Operations Director.
- Attend weekly meetings with Operations Director.

Skills required:

- Exceptional communication skills, even in high stress situations
- Organized and detail oriented
- Strong work ethic – responsible, dependable, punctual
- Strategic Thinker – able to work and solve problems independently
- Ability to keep a positive attitude
- Ability to work well with all personality types – including children
- Ability to retain and apply knowledge from one event to another
- Enjoy working outside, often in the sun for extended periods of time
- Physically fit – able to lift over 50 lbs.

Job Details:

- \$14/hour – 40 hrs/week
- Office and on-site work
- Need to be available at least 3 weekends per month (June – August) and some weekday/weeknights
- MUST be available to work on July 4 (NO EXCEPTIONS)

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Disc Jockeys • Interactive Amusement Games • Audio Rentals
Special Events • School Functions • Corporate Events • Weddings