



Job Description – Cruz Events LLC

Job Title: Chief Operating Officer

Location: Southeast Texas & Other Areas as Needed

Terms: Salary Full Time

Salary Rate: \$40,000.00 - \$50,000.00

Employee Type: At-Will/Exempt

Reports To: CEO

Requirements:

- Year-round weekend working hours.
- Available for last minute events as needed.

About Us

- Cruz Events LLC specializes in creating unique event designs as requested by each individual client. The goal is to provide and maintain a high-quality product in the décor industry. Our services include, but are not limited to, linens, centerpieces, fresh florals, balloon art, place settings, backdrops, lighting, specialty chairs, lounge furniture, and draping.

About The Role

- The design and event assistant role will consist of high expectations during each event. The team member in this role will be required to envision and create unique designs and will have all supplies necessary to complete that task. This position will also require the team member to assist with other design aspects of the event as needed.
- This role is unique as it will also include administrative responsibilities. These include, but are not limited to, scheduling, meeting transportation needs, collaborating with local vendors, event coordination, bid requests, community engagement, and other items as needed.

Responsibilities:

- Create unique event designs based on the client's vision and budget.
- Oversee purchasing of supplies as needed.



- Oversee and lead design or other event installations and breakdowns as assigned.
- Attend and complete work-related training.
- Work under pressure/stressful situations.
- Report all discrepancies and/or issues that may arise.
- **Administrative Areas** = Scheduling, meeting transportation needs, collaborating with local vendors, event coordination, bid requests, community engagement, and other items as needed.
- Other duties as assigned.

Candidate Requirements:

- 2 years of design experience.
- 2 years of balloon design experience (Strongly Preferred)
- Excellent communication skills.
- Ability to work well with others.
- Available to work early morning and late-night hours.
- Lift at least 30 pounds at any given time.
- Climb ladders as needed.
- Ability and willingness to maintain a good work ethic and dedication to this position.
- Maintain professional appearance, attitude, and relationships with local leadership and industry professionals.
- Reliable mode of transportation.
- Valid Texas driver's license.
- **Professionalism:** Demonstrate reliability, integrity, and a proactive approach in all responsibilities. Maintain a positive and respectful demeanor, communicate effectively, and uphold confidentiality. Represent the organization's values through consistent ethical behavior and a commitment to delivering high-quality work.
- Skills in Microsoft, Google, and Canva. (Strongly Preferred)



Other Employment Requirements

- Successful completion of Conditional Job Offer Requirements which include, but are not limited to:
 - Pre-employment drug testing.
 - Background check, including but not limited to criminal record, employment history, and, where applicable, credit history.
 - Non-Disclosure Agreement signed
 - Non-Compete Agreement signed

I, _____, agree to uphold the job description as stated above.

Employee's Signature

Date

Employer's Signature

Date