



CULTIVATE

Event Specialist

Contract Position

Company Overview

Cultivate is a gifting company based out of Boulder, CO that specializes in on-site gift experiences for corporate events, meetings, and incentive travel. Since 2010, Cultivate has gifted hundreds of top-performing employees on behalf of the companies they work for. Cultivate's on-site gift experiences are designed to help every guest select a gift they truly love from a wide variety of categories.

In addition to its full-time employees, Cultivate has 100+ independent contractors to service gift experiences at events in key markets including California, Florida, Arizona, Hawaii, the Caribbean and other resort destinations around the globe.

What You Will Do

- Be the Company's on-site liaison with clients → You are the face of Cultivate
- Travel to and execute gift events in the primary markets we serve
- Engage with meeting planners, event attendees, and hotel staff
- Study, train, and test to acquire Diamond Level Certification, a must for all members of Cultivate's on-site team
- Create a visually appealing display for gift selection following Cultivate's merchandising set-up guidelines
- Become a brand ambassador for all brands in Cultivate's portfolio → Memorize the brand's history, product technology, and fun facts to share with guests and aid them in the selection of their gift
- Manage the onsite logistics of the gift experience, including but not limited to:
 - Event set up in the predetermined amount of time
 - Guest check-in and gift redemption tracking
 - Accurately count and record the starting and ending product "gift" inventory
 - Continually be aware of inventory stock levels throughout event
 - Adhere to return shipping instructions for product and display inventory
- Use your skill and charm to ensure every client and guest walks away from the event with a smile
- Partner with the Event Manager/Coordinator to successfully wrap up all completed events

Standout Skills:

- 1-2 years relevant administrative and/or sales support experience required
- Event management, hospitality, marketing or promotional experience a plus
- Highly organized, detail oriented, self-motivated & self-solver
- An infectious positive, can-do attitude
- Excellent communication skills, patience, and enthusiasm



- Comfort and agility in resolving unexpected issues that inevitably arise in event planning and execution

Must Haves:

- Own a personal laptop and cell phone and willing to use them at events
- Willing to download event applications to personal cell phone
- Own a car and willing to use it for travel to events
- Have required travel documents: state issued Driver's License and U.S. Passport
- Proficiency with MS Office software applications
- Proficiency with Dropbox
- Experience with Google Mail and Google Documents
- Experience with Apple products, most importantly iPads

Compensation:

- Competitive daily rate based on experience
- Please note this is a 1099 position

Physical and Mental Job Requirements:

The following physical activities may be required of the employee during their employment with Cultivate Premium Corporate Gifts.

- Physically transporting items weighing up to 50 pounds from one location to another.
- Ability to remain in a stationary position for up to 50% of workday.
- Ability to see and read PC screens; detect color-coding, read fine print, and/or normal type size print.
- Must be willing to work flexible hours and travel up to 50%
- Must be willing to share hotel rooms if event accommodations require it

The following mental abilities are required to perform essential functions of this position.

- Ability to understand, retain and apply oral and/or written instructions of other information.
- Ability to understand, retain and communicate routine, factual information.
- Ability to organize thoughts and ideas into understandable terminology.
- Ability to organize and prioritize work schedule on a short and long-term basis (more than one month).
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside of immediate work unit Ability to understand and follow basic instructions and guidelines.

The above description reflects management's assignment of essential functions; it does not proscribe or restrict the task that may be assigned.