

DUVALL

Do you want to make extra money and have the flexibility to set your own schedule? We have an amazing opportunity for you!

Duvall Catering & Events is a well-established catering firm in Charleston, SC with over 43 years in the industry. We are passionate about providing fresh innovative cuisine, beautiful presentations, and impeccable service.

Floral & Décor Production Staff

Overview

The Floral & Décor Production Staff position will assist with various event setups, breakdowns and event preparation as requested. This position will receive hands-on training including assembling floral, sewing, painting, event installations and tear downs, etc.

What You Will Be Doing

- Play an integral role within a tight-knit team in setting up and breaking down events—installing draping, lighting, floral, furniture sets, etc.
- Install and break down events quickly and effectively; be conscience of time restraints and venue restrictions
- Assist in organizing and packing items to be sent out on events, as well as unpacking the truck after events
- Maintain the warehouse and inventory; account for items that are broken, damaged or lost
- Ensure that the showroom is stocked with décor items and cleaned weekly
- Interact with outside vendors—picking up and returning rental items
- Execute weekly tasks lists—including, but not limited to, errands, cleaning, sewing, painting, etc.
- Must be willing to work nights, weekends, and some holidays if necessary, including daytime hours during the week
- Additional responsibilities as needed to get the job done

What you need to bring:

- Ability to follow directions independently as well as part of a diverse team
- Diligent work ethic: prioritize tasks under time objectives and resolve problems under pressure
- Physical ability to climb ladders, stand for extended periods of time and withstand various weather conditions
- Must be flexible, detailed and have a positive attitude
- Must possess mature, professional demeanor when interacting with vendors, staff and clients
- Valid driver's license and access to a vehicle for department needs
- Ability to lift 30+ pounds