



Our Service is Your Total Solution

**EVENT PLANNER  
PART/FULL TIME SUBCONTRACT POSITION  
\$600-\$1,000 PER EVENT**

**The Company:** Auction & Event Solutions is a service provider to the non-profit community. AES DFW conducts and manages auction fundraising events in conjunction with non-profit organizations. AES DFW provides touch screen technology solutions for silent and live auction fundraisers as well as performs event night management of tasks such as patron check in, check out, financial reconciliation and other event night/day related tasks.

Visit our interactive demonstration link at <http://www.aesauctions.com/demo/index.html>

**General Summary of Duties:** Responsible for learning product lines, marketing to clients (no cold calling or sales), learning the AES planning process and tools, attending client meetings, conducting venue walk-through meetings, scheduling project milestones for event management and attending the actual event acting as a Supervisor and liaison between the client and the AES event night staff. Candidate will be required to assist with general office administrative support task such as phone support, scheduling, software installation and hardware support.

Professionalism both from a maturity perspective as well as a from a self image perspective are key for the successful candidate.

**Job Responsibilities:**

Learn all product lines and be comfortable answering level 1 client questions regarding products, services, pricing and availability.

Conduct marketing tasks via e-mail and telephone calls to obtain new clients.

Learn the entire planning process involved with AES's event night management services for fundraising auction events.

Learn AES's client profile system and become versed in setting up new client profiles, completing proposals and contracts and general project management for booked client events.

Become proficient in the use and explanation of the tablet technology and the auction software product provided by AES for non-profit clients.

**Working Conditions:** The successful candidate may work from home once trained. Alternatively, there will be "out of the office" client meetings that the candidate will attend with their mentor. There will be direct supervision and reporting between the candidate and the mentor during the training period (4 – 6 weeks) to ensure success in this position.

**Experience:** High school diploma required, Bachelors degree in business or related field preferred (documented equivalent work experience also acceptable). Strong project management experience a real plus! Candidate must be VERY proficient in Excel, Word & Outlook. Must have strong computer skills

and be familiar with PDF files, internet browsing, e-mailing, attachments etc. Experience with Quick Books accounting software is also preferred. Experience in a non-profit or in event management a plus! Candidate must have own transportation, home computer to work on and availability week days from 9:00am – 5:00pm.

**Compensation / Hours:** This job will be a subcontractor relationship to start with. There are no employee related benefits or coverage offered during the training period. The position will be part time to start, 15-20 hours per event (can be somewhat flexible on scheduling). The desired start time is August of 2009.

From mid August until the end of November 2009, this position will continue as paid training on a subcontractor level. In November the offer of a full time position may become available to the candidate as well as an adjusted pay scale (based on quality of the candidate's work during the probationary period).

**Interested candidates may submit resumes to [careers@aesdfw.com](mailto:careers@aesdfw.com) or call 972.744.9910 for more information.**