

**VIRTUAL TEAMS TRAVELING EVENT PLANNER
FULL TIME SELF-MANAGED POSITION
Up to \$2,500 PER EVENT**

The Company: Auction & Event Solutions is a service provider to the non-profit community. AES conducts and manages auction fundraising events in conjunction with non-profit organizations. AES provides 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 website at www.AESAuctions.com

General Summary of Duties: This position requires at least 50% travel during busy seasons which is September through June. Interested candidates will be responsible for learning product lines and AES' planning process and tools, attending client meetings, conducting venue walk-throughs, scheduling project milestones for event management and attending the actual event acting as a Supervisor and liaison between the client and the volunteer staff on event night staff.

Professionalism is critical both from a maturity and image perspective. A neat and very professional appearance is required.

Job Responsibilities:

Learn all product lines and be comfortable planning and executing up to 4 events monthly. In many cases these events will be held in geographical disperse areas and will require travel. Typically this person will need to be on-site in the target city 2 days prior to the event and in most cases can depart 1 day after the event.

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 our technologies and the auction software product provided by AES for non-profit clients.

Conduct, attend and manage client non-profit gala events in the geographic region supported.

Working Conditions: The successful candidate will be a virtual team member and will work from home when not traveling for actual events. Event execution is typically a high energy high stress experience and the successful candidate will be required to work from 9:00am to 1:00am on event days supporting the client and the technology.

Experience: Bachelors degree in business or related field preferred (documented equivalent work experience also acceptable). Strong project management experience a must!

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 in a non-profit or in event management a plus! Candidate must have own transportation, valid driver's license, passport and ability to travel. Candidate must be available weekdays from 9:00am – 5:00pm in the time zone where clients are being supported.

Compensation / Hours: This opportunity is a self-managed subcontractor position . There are no employee related benefits or insurance coverage offered. Candidate is responsible for all state and federal income taxation.

PLANNER COMPENSATION: Candidate will earn \$2,500 for each event planned and successfully executed which generally requires 20-40 hours of work throughout a 3 month planning cycle. Candidate will be responsible for travel costs including transportation, accommodations and per diem for each event executed. Candidate must be onsite 2 days prior to event date and may depart the target city the day following the event. In many cases, that departure might be to the next target event city.

Interested candidates should submit work experience highlighting the requirements of this position. Resumes may be emailed to careers@aesauctions.com. Please no phone calls or faxes.