



Job Title: Production Assistant

Company: Jive Live Entertainment

Location: Hybrid – Will need to be able to attend events and occasional in-person meetings

Part-time position: 20-30 hours per week plus overtime due to event days – With the possibility of becoming full-time

Pay: Starts at \$18.00 per hour, depends on experience

About our Company:

Since its inception in 2009, Jive Live Entertainment has taken great pride in managing high-profile live events and brand programs for clients such as HOPE, AltaMed, LLBA, Red Bull North America, Grand Park, Los Angeles Dodgers, Los Angeles Dodgers Foundation, Hard Rock Cafe, Los Angeles Clippers, and others. Such events paired with a passion for community togetherness and giving back, have assisted our company in raising funds for local charities A Place Called Home, Wings for Life, and My Friend's Place.

Job Description: Production Assistant

Jive Live Entertainment is seeking a highly motivated Production Assistant with a positive attitude to oversee and manage a variety of special events, including conferences, galas, fundraisers, grand openings, festivals, live shows, brand activations, and more. The Production Assistant will assist in overall event planning, registration, budget management, vendor coordination, and other related tasks. The ideal candidate will be capable of handling multiple events simultaneously. This position offers opportunities for promotions and raises.

Key Responsibilities:

Registration Management:

- Create and manage event registration pages on the client's preferred platform such as Eventbrite, Classy, Cvent, etc.
- Handle the setup of complimentary, sponsor, and other registration codes as needed.
- Manage the registration platform, ensuring smooth operation and user experience.
- Run and distribute weekly registration reports to clients.
- Serve as the point of contact for all registration-related inquiries.
- Develop and maintain the event details page with comprehensive event information.
- Print name tags for attendees if required.

Sponsorship Coordination:

- Manage sponsorship deliverables, including logos, ads, and registration processes.
- Maintain a sponsorship tracker to monitor and fulfill sponsor commitments.

Silent Auction Management:

- Set up and manage the silent auction page on the preferred platform.
- Collect and organize auction items, including pictures, descriptions, gift certificates, and item values.
- Oversee the silent auction on the event day, ensuring smooth operation.
- Ensure all winners receive their items post-auction.



Event Logistics:

- Assist in managing client expectations throughout the event planning process.
- Reach out to vendors to obtain quotes and assist in vendor management.
- Support in the creation of proposals and contracts.
- Coordinate and schedule meetings with clients.
- Assist in managing Certificates of Insurance (COIs) and Requests for Services (ROS).
- Develop and maintain production timelines to ensure event deadlines are met.
- Provide support in managing event budgets.

Qualifications:

- Must have prior experience in event production/planning.
- Bilingual preferred – Can speak and understand Spanish.
- Strong project management skills and writing/editing skills.
- Proficiency with Excel, Word, PowerPoint, and/or Google Sheets, Google Docs, and Google Presentation.
- Highly motivated, takes initiative, and able to work independently on multiple projects and tasks in a fast-paced environment.
- Strong interpersonal skills with the ability to effectively operate with high energy, flexibility, and enthusiasm.
- Be available to work most weekends
- Strong verbal and written communication skills are essential for effectively communicating with team members, vendors, and event attendees.
- The ability to stay organized and manage multiple tasks simultaneously is crucial in event production. A production assistant should be able to prioritize tasks and work efficiently to meet deadlines.
- Being detail-oriented is important for ensuring that all aspects of the event are executed according to plan and that nothing is overlooked.

How to Apply:

To apply for the Production Assistant position, please submit your resume and a cover letter outlining your qualifications and why you are interested in joining our team to Mayra Rojas-Garcia at mayra@jive-live.com.