



Cultivate – Premium Corporate Gifts is a boutique agency specializing in on-site gift experiences delivered at large corporate meetings where companies want to reward their top performing employees or customers. Using brands like Ray-Ban, Costa, Kate Spade and Jack Spade, Olukai, and many others, we help clients all over the world find and execute the perfect gift solution for any event.

Founded in 2010, the Company is now headquartered in Boulder, CO and also has employees in California. In addition to it's full time employees, the Company has 100+ independent contractors to service gift experiences at events in key markets including California, Florida, Arizona, Hawaii, Nevada and other resort destinations.

Job Description – On Site Event Representative (Contractor Position)

Reporting to the Event Management team, the On Site Event Representative is responsible for representing the Cultivate Team at client incentive events.

General Responsibilities:

- Be the company's main liaison with clients "You are the face of Cultivate"
- Execute gift events at high-end hotels & resorts
- Engage with event attendees, meeting planners and hotel staff
- Create visually appealing display for gift selection
- Manage the on site logistics of the gifting experience
- Manage the on site inventory (receipt and return)
- Travel to and work events in the primary markets we serve
- Work with the Event Manager and Coordinator to successfully wrap up all completed events

Qualifications:

- 2-5 years relevant business, administrative, and/or sales support experience required
- Event management, hospitality, marketing or promotional experience a plus
- Strong oral and written communication skills, ability to interface with both clients and customers at events
- Highly organized, detail oriented, self-motivated & self-solver
- Proficiency with MS Office software applications
- Experience with Google Mail and Google Documents preferred



Compensation

- Competitive daily rate based upon 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 travel 10 to 20%

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.