

Job Description

Position Title: Events Associate
Department: Events Team
Location: Walnut, CA
Reports to: Events Team Leader

FLSA Status: Non-Exempt
Date Last Modified: May 19, 2021
Current Incumbent(s):

General Position Summary

This position is responsible for supporting event planning as well as ensuring the whole event works smoothly.

Essential Job Functions

PRIMARY DUTIES

- Working within the team to plan, organize, promote, and execute events, mainly tournaments, of our Trading Card Game brands in order to provide enjoyment to our community.
- Ensure given responsibilities are carried out accurately and in a timely manner.
- Provide own input and creativeness to improve each project.
- Liaising with other internal teams and offices as well as external parties as needed to carry out the tasks.
- Assist other team's projects when necessary, such as operating conventions, packing and shipping out items to stores.

Qualifications

Preferred Characteristics

- Strong team player with excellent interpersonal and communication skills.
- Excellent at managing tasks, schedules, and multi-tasking.
- Curious and eager to learn new things.
- Experience in a leadership role.
- Experience in trading card games and participation in events.

Education Experience

- Bachelor's degree (B.A.) from four-year College or university; or equivalent combination of education and experience.

Work Experience

- None required.

Supervisory Responsibilities

- None required.

Certificates / Licenses

- Driver's license.

Desired Skills / Experience

- Experience in playing Bushiroad TCGs
- Experience in organizing and running events
- Experience in video shooting, editing, and streaming
- Japanese and/or Spanish language skills
- Proficient in Adobe Photoshop and Illustrator

Work Environment & Physical Demands

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this position.

Work Environment:	Office
Noise Levels:	Moderate

Tools & Equipment

- General office equipment including phones, fax, copier, personal computer, printer, scanner, etc.
- Software includes the use of Windows operating system and MS Office.

Travel & Driving Requirements

The following travel and driving requirements are required of the incumbent into this position.

Local Travel:	Yes, Frequently.
Domestic Overnight Travel:	Yes, Frequently.
International Travel:	Yes, Occasionally.
Vehicle driving requirements:	Automobile
Driving Safety Requirements:	Observe speed limits and obey all road signs, as well as keep driving records (i.e., mileage and gas receipts).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully carry out the essential job functions of this position.

Physical Demands:											
Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.			X			Reach over shoulder			X		
11 - 20 lbs.			X			Reach over head			X		
21 - 50 lbs.		X				Reach outward			X		
51 - 100 lbs.		X				Climb		X			
Over 100 lbs.		X				Crawl		X			
						Kneel			X		
Pushing/Pulling						Squat			X		
Under 10 lbs.	N	R	O	F	C	Sit				X	
11 - 20 lbs.			X			Walk – Normal Surface				X	
21 - 50 lbs.			X			Walk – Uneven Surface			X		
51 - 100 lbs.		X				Walk – Slippery Surface		X			
Over 100 lbs.		X				Stand				X	
						Bend			X		
Driving						Vision Requirements					
Automatic Trans.	N	R	O	F	C		N	R	O	F	C
Manual Trans.		X				Close vision - 20 inches or less					X
						Distance vision – 20 feet or more				X	
Other						Color vision – identify & distinguish colors				X	
Keyboard/Ten Key					X	Peripheral vision		X			
Fingering (fine dexterity)				X		Depth perception		X			
Handling (grasp, hold)		X				Ability to adjust focus				X	
Repetitive Motion – hands			X			<i>Key (based on typical workweek):</i> <i>N – Never</i> <i>R – Rarely (Less than 1 hour/week)</i> <i>O – Occasional (1% - 1/3rd of time)</i> <i>F – Frequently (more than 1/3rd & up to 2/3rd of time)</i> <i>C – Constantly (more than 2/3rd of time)</i>					

The above job description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. The information contained herein is subject to change at the company's discretion.

Employee Signature

Date

Supervisor Signature

Date