

EVENTS TEAM LEADER

POSITION SUMMARY

Events Team Leader

The Events Team Leader will lead a group of team members that will be responsible for planning and organizing production team gatherings and events.

RESPONSIBILITIES

The Events Team Leader will be responsible for:

1. Leading a team to help plan and organize all production gatherings and events.
 - Game Nights, Gatherings, Bonfires, Parties, etc.
2. Making sure all aspects of 1 production event per month is planned and executed.
 - Team Lunches, Movie Night, etc.
3. Making sure all aspects of 3 big production events per year are planned and executed.
 - Christmas Party, Summer Cook Out, etc.
4. Communicating each event to the entire production team.