Job title: Event Field Staff

Compensation: $15/hour + parking expenses. All shifts are based on a 4 hour pay minimum.

Company Description:
PRA is a national business event management firm. We provide in-depth knowledge of the cities in which offices are located, and work with vetted supplier partners to offer our clients great events, tours, dine-arounds and transportation. For more information on PRA, visit our website at www.PRA.com.

The Atlanta office is currently seeking additional Field Staff to assist with our programs and events. Field staff are hired on a per job basis representing PRA while assisting in program operations. Field Staff interact directly with guests through various assignments to create a positive experience in Atlanta.

Job responsibilities:
• Example assignments:
  o Airport Meet & Greet – Hold signage to greet guests, then escort to designated vehicles
  o Shuttle and Event Transportation – Load and ride along on vehicles to transport guests to destinations
  o Human Arrows/Directional – Direct guests and answer basic questions
  o Registration Desk – Assist with registration of guests and answer basic questions
  o Dine-Around Support – Gather, load, and ride along with guests to designated restaurants
  o Event Greeters – Greet guests as they arrive at events and answer basic questions

Required experience & skills:
• Great customer service, positive attitude and southern hospitality
• Clean, polished, and professional appearance & demeanor
• Ability to stand or walk for long periods of time
• Interest in events, transportation, or destination management a plus

Professional onsite etiquette:
• Punctuality/Be on time
• Personal phone usage must be limited to emergencies only
• No eating, chewing gum, or smoking while on an assignment, unless on break
• Wear your clean PRA uniform (shirt and name badge are provided by PRA), or other specified outfit

Scheduling:
• PRA Field Staff work on an extremely flexible schedule. A PRA Event Producer or Coordinator will usually reach out with job assignment details 2-4 weeks in advance. These details will include the date, time, type of assignment, location, and event producer. Field staff may accept or turn down any shift, based on their personal schedule.
• Shift times vary from as little as 2 hours, to as long as 8 hours. Shift dates and times vary greatly.
• Job assignments are typically at the Atlanta airport, or in Downtown, Midtown or Buckhead.

Please contact Amanda Fallin at Amanda.Fallin@PRA.com if you are interested in working as a PRA event field staff.