
Job Title: Event Support

Locations: On-site, San Francisco, Los Angeles, Palm Springs

Position Type: Contract

Reports To: Event Manager

Compensation: DOE

About the Role

As On-Site Event Support, you'll be an integral part of making our events run smoothly. Responsibilities will include supporting the set up, operations, and striking of event infrastructure, equipment and materials, signage, and more. You'll go as directed, and assist wherever needed to ensure a seamless guest and participant experience. This type of work requires someone who can stay calm under pressure, solve problems on the fly, be proactive, and anticipate needs before they arise. This is a physically active role that requires focus, hustle, and the ability to work as part of a team.

Key Responsibilities

- Assist with event setup, including moving and placing tables, chairs, tents, lighting, A/V equipment, and décor
 - Support event operations by managing vendor load-in, assisting talent, and keeping event areas tidy and organized
 - Hang signage and ensure branding elements are correctly placed
 - Monitor event spaces and proactively address issues before they become problems
 - Maintain a professional and positive demeanor while engaging with clients, vendors, guests, and fellow team members
 - Help with breakdown and cleanup, ensuring all equipment and materials are packed and loaded efficiently
 - Follow all safety protocols and assist in troubleshooting logistical challenges as they arise
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About CG Events

CG Events is a queer-owned business that exists to create meaningful experiences that bring people together, celebrate culture, and spark joy. We're in a high-growth phase, and this is a unique opportunity for someone who wants to be part of building something from the ground up. You'll join a creative, collaborative team that values hustle, heart, and a good spreadsheet. If you're passionate about the power of events to shape community and want to help build something special, we'd love to meet you. Check us out at www.cgevents.co.

How to Apply

Qualified candidates should submit a cover letter and resume to info@cgevents.co. No phone calls. Only qualified candidates will be considered.
