

Show Supervisor

Star is a company with a unique culture. We believe that nurturing the growth and creativity of our employees leads to empowered teams that help our clients engage, connect, and convert their audiences. Star specializes in the design, manufacturing and implementation of trade show, retail, corporate interior and live event marketing solutions for an array of Fortune 1000 clients.

Description:

As a Star Show Supervisor, you get the unique opportunity to provide on-site supervision to labor companies on behalf of our clients. This position provides the first point of contact for clients at an event or show site and is integral to ensuring the client has a positive impression of the Company and its services / capabilities.

Essential Duties and Responsibilities:

- **Supervise and lead the on-site labor crews**
 - Provide install and dismantle direction while ensuring the crew is staying on task and being as efficient as possible
 - Decision making when problems arise, i.e. damaged properties, missing properties, etc.
 - Ensure that outbound shipping arrangements are properly carried out
- **Communicate with unions and show management on behalf of the client**
 - Place orders with the service desk for rigging, storage, labor, etc.
 - Make sure electrical, plumbing; internet, etc. are laid correctly before setup begins
 - Have a comprehensive understanding of union regulations and how they vary from city to city
 - Work with show management on any problems that arise, regulation violation, special requests, etc.
- **Act as on-site Star representative**
 - Ensure that the client experiences a seamless and effortless move-in and move-out to allow them to focus on their goal – selling
 - Listen to client's needs and requests
 - Provide all parties on-site with a positive impression of Star
 - Provide service reports to internal departments for suggestions of improvements, errors and accomplishments
- **Demonstrate exemplary corporate citizenship, by positively contributing to Star's business performance, culture and values**
 - Demonstrate a genuine commitment to our customer-intimate approach with internal and external clients and teams
 - Demonstrate Star's core values in every interaction: integrity, open, honest and respectful relationships, customer intimacy, passion, entrepreneurship, and nurturing growth
 - Contribute positively to our value proposition of collaboration, confidence and results

Experience and Qualifications:

- Prior experience and strong knowledge in the tradeshow industry
- Proven ability to collaborate within teams and cross-functionally
- Software proficiency (MS Office, Internet)
- Strong independent and self-management skills
- Ability to lead and give direction
- Great interpersonal skills
- Highly Accountable
- On the spot problem solving skills
- Solutions oriented
- Ability to travel up to 75%
- Willingness and ability to work beyond 40 hours per week during peak periods to ensure client needs are met.

Star offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history to: Human Resources, Star, 6688 93rd Avenue North, Minneapolis, MN 55445 or email hr@engagestar.com

EOE