



Comedy Kids Magic
Bunny Blast Foam Party
Dino Seeker
Michael Douglas Magic
Salsa4Life
Gellyball Greatness

Company Profile

What We Do:

We are an events company that supplies high quality entertainment. Some of that entertainment is staffed by our employees, and at other times we use contractors.

Our Goal:

We strive towards being an industry leader in delivering memorable events that amaze and inspire clients and their guests to achieve their dreams and to take good care of each other.

Who We Serve:

Our primarily clients are event planners who hire us for events focused on serving children and their families. A smaller segment of our clients focus on adult events.

Where We Serve:

The majority of our events are within about a 90-minute drive from our warehouse on the north side of Raleigh, North Carolina. The types of venues where we work include schools, pre-schools, libraries, churches, private residences, offices, and hotel conference rooms.

How We Help The Community:

Community Give-back

We receive a number of requests throughout the year to donate a show towards charitable events. We do not have the capacity to help them all, but we do a select few free events every year. These are generally in areas that serve lower income communities with children who would not normally have the opportunity to benefit from the services we provide.

Leadership and Career Training

We are not interested in just hiring staff to do events that enrich the owners of Fun Group Events. Part of our mission is to help develop our team members' work skills and leadership skills. To that end we invest in training to help build skill in customer service, communication, time management, leadership, and more. We want to be able to promote team members to higher levels of responsibility and income.

In the past, we have hired outside talent to handle functions like SEO, content creation, photo and video editing, website development, graphic arts, virtual assistants, newsletter publication, and more. We are looking to see our team members grow into these roles over time.

Charitable Giving

Fun Group Events LLC also provides monthly support to [Project Hand Up](#). Via television, and live presentations in the community and schools, they use puppets to teach health, safety, and disease prevention in East Africa.

Company Leadership:

Michael Douglas

Michael worked in various capacities in the IT industry for about 30 years. He also concurrently served as the senior pastor of a small church for 15 years. In 2009 Michael began commercially sharing his childhood hobby of performing magic. He now leads FGE in the entertainment services it provides.

Claribel Toro-Douglas

Since college, Clara has spent her career as an accountant. She has also been a Salsa dance instructor for over 15 years. She manages FGE booking tasks and supports the company in creative and consultative roles.



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Position Description: Event Staff (Event Assistants and Event Leads)

Why Join Our Team?

- Competitive pay (\$12.00 - \$30.00 per hour)
- We encourage team members to have fun while they work.
- Grow your leadership skills.
- Opportunities for career growth and advancement.
- Supportive and collaborative work environment.
- Flexible part-time work schedule (at least 2 events per month).
- Paid training for all new hires.
- Performance bonuses
- Keep all tips from clients
- Weekly pay
- A fulfilling and meaningful role contributing to the well-being children and their connection to the adults in their lives.
- Be part of an exciting atmosphere where you help people party!
- Contribute to the growth and success of a local, start-up company.

Ideal Team Member Qualifications:

Our team of passionate, dedicated, and creative individuals is always looking for new talent. You will play a pivotal role in helping to create a memorable and enriching experience for our event guests. Additionally, your enthusiasm will contribute to the growth and success of a local, start-up company that gives back to its employees and to the community.

Now is the time to take the next step to seeing if our team is a good fit for you!

We are looking for people who are/have...

- Favorable Background Check.
- Authorized to work in the US.
- Fluent English language skills
- Must be 15 years of age or older.
- Event Assistants and Leads: Reliable transportation to our north Raleigh warehouse.
- Event Lead: reliable transportation and to events in the community.
- Willingness to work a 3–7-hour flexible schedule based on the needs of the event business, including weekends and some holidays.
- Basic knowledge of how to connect power cords and garden hoses to simple equipment.
- Basic troubleshooting skills to confirm power, batteries, cable connections, etc. for common issues.
- Punctual and manages time well.
- A love for children. (If preschool and elementary age kids annoy you, then this is not the right position for you).
- Friendly and professional in how they present themselves.
- Attention to detail.
- Must be able to follow written and verbal instructions and communicate effectively.
- Have your own cell phone to communicate with co-workers, and clients. Additionally, you will need to take photos of the events that you setup. It can also be used for attending to timesheet reporting.

Physical Demands:

- Regularly lifting up to 50 pounds for a distance of up to 10 feet.
- Standing and walking for up to 3 hours at a time.
- There is also a fair amount of stooping, bending, lifting, pushing, to load a cart and move event materials from the warehouse to the vehicle and from the vehicle to the setup-area, and then the reverse when the event is done.
- Must be able to work outdoors for some events in varying dry weather conditions.

Schedule:

- Seasonal shifts are June – August Mon – Sun
- Year round shifts are Sat – Sun.

Key Job Responsibilities:

- All Event Staff are responsible to set-up, tear down, clean, and store, equipment used for our events. This may include, tables, chairs, tents, fan equipment, barricades, small sound system, and other related gear and elements used for our events.
- Event Leads are responsible to transport equipment to and from events.
- During events, the Event Assistant's primary focus is operating the equipment with a secondary focus on interacting with the client and guests. Meanwhile, the Event Lead's responsibility is exactly the opposite, as well as to document the event set-up with photo's.
- Event Lead also captures pictures of the guests having fun at the event, including a group photo. Photo's are then uploaded to a dropbox folder.
- Establish and maintain effective working relationships with co-workers, clients, and event guests.
- Practice safe work habits for team member and guest safety.
- Minimizing trip hazards and enforce event safety rules.
- Creating an exciting, fun, and safe atmosphere to ensure a great experience for our guests.
- Provide excellent customer service in interactions with clients and guests to help ensure they are maximizing their enjoyment from our events.
- Keep work area and tools neat and orderly.
- Help minimize waste in any materials we use for our events.
- Provide feedback to leadership to help ensure event continual event improvement.
- Deliver hospitality by showing warmth in each client/guest interaction.
- Eagerly interact with and clearly communicate with clients and their guests.
- Know answers to our general questions list about all of our event activities within 90 days.
- Achieve and exceed our client's expectations by delivering high quality production value and outstanding entertainment.
- Professionally represent our brands with quality in the setup of the event equipment, and in delivering the entertainment service to the guests.
- Assist with training new hires.
- Solicit feedback from attendees to evaluate event satisfaction and identify areas for improvement.
- Collaborate with your supervisor for equipment repairs and needs.
- Other event and equipment related tasks as assigned by your supervisor to support the overall success of the company.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, disability, gender, marital or veteran status, or any other protected class. Revision 4/8/2024