



Team Member Opportunity – Designer Liaison/Event Coordinator

Thank you for considering Friedman's Appliances. Please note the information below. Let us know how else we can help you in this process. If you would like to apply, please send your completed resume to the Riley team, via email at susie.k@rileyandyou.com

Company Information: Friedman's Appliances is a locally owned, family-operated major appliance store. For over 15 years we have focused on home appliances exclusively, so we can serve Knoxville homeowners, kitchen designers and home builders with exactly what they want. Our showroom on Kingston Pike displays more of what homeowners want in a relaxed and inviting setting.

Designer Liaison/Event Coordinator Opportunity

Overview of the Role

Requirements

- Worked with interior designers or around the interior design industry for at least two years
- Event experience, assisted in planning and organizing events
- Lives no further than 20 miles from the Friedman's showroom

Skills

- Organized
- Friendly
- Good Listener
- Collaborative
- Flexible

Core Responsibilities

- Managing event calendar, planning and scheduling both speakers and vendors for an event
- Communicating regularly with Friedman's management team on event schedule
- Visiting various designer events occurring within Knoxville
- Engaging regularly with key designers connected to Friedman's
- Scheduling and managing details related to tradeshow, including securing materials, meeting event requirements and tradeshow floor details
- Visiting key designer showrooms to insure Friedman's appliance products are polished and looking great
- When on location at designer showrooms, engaging with designer teams and gathering information about upcoming projects
- Planning lunch events with designer teams and builders connected to Friedman's
- Collaborating weekly with Friedman's marketing team on event plans, promotion, etc.
- Being showroom organizer, host, and greeter for radio shows, workshops and related consumer and professional events

Compensation: Compensation is hourly with rate based upon experience.

If this sounds like a role that interests you, please send an email to Susie King at susie.k@rileyandyou.com.

We look forward to meeting you.

