

## Big Brothers Big Sisters: Job Shadowing Opportunities for Littles

Name: Stacey Gellert

Date: 2/25/11

Work/ cell phone: 828-252-7956 work

Email: staceyg@eora.org

Preferred contact method:  phone  email

Occupation: Trade Show Coordinator

Employer: Eastern Outdoor Reps Association

Office/ work site address: 2004 Riverside Drive Asheville, NC 28806

located in the Woodfin area

### Description of job duties:

organize an event with over 600 attendees. Includes promotion, securing exhibit hall, selling booth space, website updates, newsletter, negotiating contracts with exhibit hall and hotels, working with local Convention & Visitors Bureau, coordinating after hours events (cocktail parties, functions, etc)

### What the youth may see/ do/ learn at the visit:

Use Publisher software to create a floorplan

Review banquet orders for functions

review contract and how to calculate booth cost

### Special instructions regarding clothing/shoes, safety,etc.

n/a

### Is there a minimum age youth should be for job shadowing due to safety or another reason?

n/a

Note preferred days and times for a job shadowing visit: email to schedule the visit, schedule varies

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

