



**Job offer for hostess job (m/f)**

VIA-Verlag  
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VIA-Verlag is the organiser of the "Professional Lighting Design Convention" PLDC 2015 in Rome, Italy from 28 -31. October, 2015.

PLDC is the leading global conference dedicated to Architectural Lighting Design with the sole purpose of promoting the culture of professional lighting design. The convention will address topics of concern and interest to lighting designers and lighting professionals worldwide, inviting them to expand their knowledge, and exchange ideas and network on a platform that goes beyond national boundaries and regional associations' work.

Attendees of the convention are professionals in their field of expertise, and come from all over the world.

### **Job description**

Employees will be asked to fulfil one or more of the following tasks (preferences may be indicated):

- Checking of attendees at conference rooms and entrance to exhibition space
- Excursion assistant
- Registration desk assistant
- Cloakroom staff
- Access control to Experience Rooms

### **Checking of attendees at conference rooms and entrance to exhibition space**

Employees will be positioned in front of the conference rooms / exhibition space to control room access. This will be handled with aid of a bar code system that requires the employees to scan the name tags of the attendees that indicate if the attendee has access to the respective session.

An introduction to the system will be given early on Wednesday, 28. October, 2015.

### **Excursion assistant**

Employees will assist during excursions – guided tours to interesting projects within Rome – with the task of supporting the tour guides and making sure no attendee gets lost. Exact descriptions, maps and other required material will be provided by the organiser.

An introduction will be given early on Wednesday, 28. October, 2015.

### **Registration desk assistant**

Employees will assist at the registration desk during the main registration times. This task involves welcoming conference attendees, registering attendees and handing out conference material (programme, etc.).

An introduction to the system / procedure will be given early on Wednesday, 28. October, 2015.

### **Cloakroom staff**

Employees will be responsible for organising and handling the cloakroom during the conference hours and possibly evening events.

### **Access control to Experience Rooms**

Employees will control access at the entrances to the Experience Rooms. This may require handling appointment requests for individual experiences, shows, or tours.

### **Job requirements**

Candidates should be fluent in English and Italian. Additional languages may be helpful but not mandatory. Applicants need to be open, friendly and flexible and should be able to work individually and in small groups. Candidates should be self-confident, able to handle stressful situations, and remain professional at all times.

Employees should be in possession of a pair of plain black trousers (female employees may wear a black knee-length skirt) and a plain white shirt / blouse.

### **Reimbursement**

Employees will be paid an hourly fee of EUR 8, upon receipt of an invoice.

Employees will be offered lunch and coffee breaks (tea, coffee, water and small snacks) during the day. Should employees be asked to work during the evening (cloak room), then dinner will also be provided.

Should you be interested in receiving more information on the job(s) described above, or should you be interested in applying, please send a short CV with a recent head and shoulders photo together with a short letter of application to

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