

THE PUSH *agency*

# SUPERHEROES

WORK HERE

TEAM  
U.S.A.

# WHO IS PUSH?

To say that PUSH is simply an event staffing company would be like saying Batman is just a vigilante in a cape. PUSH dominates field planning and executes talent staffing strategies for the world's most recognized brands and experiential marketing campaigns, leaving competitors trying to emulate us from the sidelines.

PUSH has the largest database of event staff in North America, an obvious value proposition, but our endless talent pool is hardly all that makes us special. Our corporate office in Arizona is powered by a well-oiled machine featuring the most creative Program Managers and Booking Agents. We evolve with the event marketing industry, not behind it. Our innovative technologies and proprietary process are in a constant state of improvement, and each of our team members receives ongoing training led by veteran industry leaders.

The PUSH Agency takes pride in cultivating innovative leaders who actively contribute to the development of those around them. Every PUSH employee is a part of a collaborative team that supports each other and a healthy work-life balance. We focus on important, rewarding initiatives to foster an environment of excellence and inclusion. When you're a member of the #PUSHfamily, you can count on continued professional and personal growth.

We do all of this from the comfort of the coolest office in Arizona! It's true, just check Glassdoor, where we were voted the number one place to work in Arizona and the eleventh best place to work in North America. It really is that great here.



# OUR CORE VALUES GIVE US SUPER POWERS!

At The PUSH Agency our core values are more than just a few simple words. Our values are the foundation for the work we do, and we stand by them. They have the power to dictate who we hire, how we do business, and ultimately what we produce. Good company culture leads to better work. Here at PUSH, there are seven core values that make our team superheroes.

## BE ZEN

We don't believe in drama here. We've seen it all (ten times over), so you'll find us calmly tackling even the toughest challenges with grit and grace.

## BE BETTER

We have an unwavering commitment to excellence. We're always looking for ways to learn, improve, and grow from our clients, our staff, and the wider world.

## BE A FAMILY

We're more than just coworkers here. Our workplace culture fosters an environment that our staff loves to call home, and each of us has the support of the most incredible colleagues in the business.

## BE OF SERVICE

We're committed to providing the best customer service we possibly can, both internally and externally.

## BE INNOVATIVE

We ask impossible questions as a catalyst for new and better ways of doing things every day.

## BE ADAPTABLE

We understand change is good. Our agile and innovative culture embraces change and promotes flexibility for the long-term growth and health of our organization.

## BE RESPONSIBLE

We accept accountability without placing blame. We move forward as a team to solve problems and mitigate the risks of any problem happening twice.



# THE PUSH CULTURE

We really can't say it enough — PUSH is more than just a place to work. We treat each other and our clients like family (and we don't mean our weird uncle with the bad breath). Our company culture is the beating heart of our organization and we firmly believe it's the reason we've been so successful. Not convinced yet? Here's what some of our heroes have said about working at PUSH...

"To me the PUSH culture is sacred. It is what defines us. It is like the personality of the organization. Our culture is not by default. It has been custom designed with intention. The key components that make up our culture include seven core values combined with the specific group of people we have selected to join our family. I see PUSH as a place to grow great friendships, to develop yourself as a leader, to contribute to others, to be of service, and to have shit loads of fun."



**JONATHAN SACKS**

CEO | FOUNDER  
SINCE 2005



**ERIKA PORTELLI**

PROGRAM MANAGER  
SINCE 2017

"As I enter my 5th year at PUSH, I feel incredibly lucky to have found such a special place to work. The amazing people at PUSH are genuine, smart, creative, and fun. PUSH is a place where ideas are welcome, and employees are appreciated for the unique talents and experiences they bring to the table."

"What to say about PUSH...Work doesn't feel like work when you love what you do :) PUSH has become an extension of my home! I work with my best friends everyday to achieve a common goal supporting the most prestigious brands. I love seeing the results of my direct efforts and it's incredible being on a team where every opinion is asked for."



**KATELIN KELMAN**

NATIONAL ACCOUNT MANAGER  
SINCE 2016



**KIM CAPPADONA**

PROGRAM MANAGER  
SINCE 2017

"Push has given me a place to feel motivated, empowered, and valued. What I love most about this company is that you have the potential to grow as long as you put in the hustle to get things done. I love the fact that this company has great values that everyone lives by which bonds us closer together and builds the foundation from the bottom up. <3"

"I've been around the sun a few times and I have "tried on" a number of different companies - different sizes, different industries, different cultures - none of them compares to PUSH! They all say they are "family" but PUSH truly embraces all the best aspects of family! I've found the place I want to stay until I retire."



**SUSAN SHACKLOCK**

CONTROLLER  
SINCE 2017



**CHRIS MCDANIEL**

LOGISTICS MANAGER  
SINCE 2009

"There were only 6 of us when I first stepped into the PUSH offices. Leadership had the vision of becoming the biggest event staffing agency in North America. Over the years the business has grown exponentially, and our team of PUSH heroes is now international. PUSH has never solely focused on business growth though, they also focus on personal growth. I've taken advantage of many opportunities offered by PUSH to become a better version of myself, and am very grateful for their commitment to our development."

# PUSH PERKS (USA)

In addition to working with the coolest brands on planet earth, a generous salary and performance-based commission, PUSH offers a few perks to sweeten the deal.

**Your health comes first!** There are few things more critical than your health; in fact, we might argue that there are none. We want our team members to take good care of themselves, so we provide affordable and reliable healthcare plan options, including dental and vision.

**R&R is important!** We understand that taking the time to rest is key to your physical and mental health, so PUSH offers paid time off from day one. Days off start at 8 days during your first year, then 10 days in years 1-3, 15 days in years 3-5, and finally 20 days after year 5. That's on top of 8 paid holidays, including a flex holiday you choose based on your beliefs.

**Save for your future!** It's never too early or too late to start saving for your retirement, and we care about your financial security even after you're no longer at PUSH. Whether you're just starting out or already established, let us help you save for the future with our 401k plan.

**Your special day!** Everyone has a birthday, but not everyone has a PUSH Day. We love to celebrate retention, so each team member gets a PUSH Day gift each year on the date they joined the PUSH family. Your gift starts at \$100 and increases by another \$100 each year!

**Refer a friend & earn!** PUSH is always looking for more superheroes, and one of the best ways to find them is with the help of those that are already a part of the family. If you know someone who would be a great fit, send them our way. We offer referral bonuses of up to \$500 if they stick with us!

**A blissful environment!** Going to work every day shouldn't feel like such a drag, so we've set out to create the coolest office campus in AZ! We offer indoor and outdoor work spaces, a state of the art kitchen and break room stocked with healthy snacks and drinks, and even a zen room for meditation and relaxation. It's a casual place where you can be yourself and even bring your dog!

# OUR COMMITMENT TO WORK-LIFE BALANCE

Whether you enjoy working from home or coming to the office, we score you based on your core values and productivity. We believe who you are for the company is way more important than where you are, so work from wherever you're happy.

The event business doesn't sleep, and sometimes that means our booking agents have check-ins outside of typical work hours. Because of that we offer a flexible schedule. We're sensitive to burnout and don't want you to prioritize having a job over having a life. We will work with you to arrange your schedule so it works for you. If you spend your Saturday afternoon on a client call, take Monday morning off — we prefer our team to be happy and rested!



# PUSH POSITIONS & GROWTH OPPORTUNITY

We love few things more than watching our team of superheroes thrive and grow. There is no shortage of growth opportunities here at PUSH, and with some hard work and a great attitude, climbing the ranks is well within your reach.

We are constantly adding roles as our business continues to grow, allowing us not only to hire and promote, but also to ensure that everyone is in the right seat. You have a say in your path, and if you're right for the organization we'll work together to find the right place for you within it.



# OPEN ROLES

## **Director of Operations**

Develop cutting-edge innovations in event planning and staffing while leading the entire Operations Department and providing around the clock customer service! This role reports to the VP of Operations, is responsible for department hiring, and works with Program Managers to distribute accounts and Account Managers to plan major campaigns. In addition to an exciting role and a generous salary, the Director of Operations is also compensated with a team override.

## **Offshore Ops Manager**

Are you a natural born problem solver? This individual is responsible for resolving problems for both talent and customers. You'll also provide around the clock customer service, hire offshore team members, lead Booking Agent development and training, and work with Program Managers to distribute accounts, all while working alongside our Director of Operations. In addition to a generous salary, the Offshore Operations Manager is also compensated with a 1% team override.

## **Operations Trainer**

This role is strongly rooted in employee enrichment, so if you're a strong leader and educator, this might be the job for you. The Operations Trainer is responsible for all ongoing education and training facilitation, national event staffing and education, and updating all current training. During an initial probationary period, you'll lead a team of 1-3 Booking Agents.

## **Program Traveling Manager**

Reporting to the Director of Operations, our Program Traveling Manager is responsible for national event staffing and the execution of high volume and heavy logistical campaigns, as well as onsite management and onsite Booking Agent training and development. In addition to a generous salary, this individual receives a 1.5% team override and a 1% quarterly bonus.

## **Program Manager**

The Program Manager is responsible for national event staffing and execution. This individual leads a team of 3-5 Booking Agents, distributes new accounts between them, and manages their training and development while providing around the clock customer service. In addition to a generous salary, you'll receive a 1% team override and a 1% quarterly bonus.

## **Senior/Enterprise Project Manager**

We always love to promote from within, but for this role it's a must! Applicants for this position must be a Project Manager employed at PUSH for at least one full year and conduct training. We're looking for someone self-sufficient, innovative, and able to sustain an ongoing increased quota. This individual reports to the Director of Operations and is eligible for an offshore Booking Agent/Assistant. You'll be responsible for national event staffing and the execution of high-volume and heavy logistical campaigns. This promotion comes with a generous salary increase, an increase in your bonus to 2-3%, and full-time remote eligibility.

## **Project Manager**

This high-energy role is great for skilled multi-taskers. We're looking for a self-sufficient and innovative Project Manager able to sustain an ongoing increased quota. This individual reports to the Program Manager and is responsible for national event staffing and the execution of high volume and heavy logistical campaigns, the development of cutting-edge innovations in event planning and staffing, recruiting talent, and providing around the clock customer service. In addition to a generous salary you'll be compensated with a 1.5% quarterly bonus.

## **Booking Agent**

Responsible for national event staffing and execution, around the clock customer service, and recruiting talent, the Booking Agent is one of the most critical roles in our organization. You'll report to the Program Manager and receive a generous salary in addition to a 1% quarterly bonus.

### **Jr Booking Agent**

Just starting out? Start as a Junior Booking agent, and after 90 days spent learning the business from a Corporate Training Manager or Program Manager, you'll be eligible for a promotion to Booking Agent.

### **Accounting Clerk**

If you're an accountant with a knack for innovation, look no further. PUSH is in search of an Accounting Clerk to work independently and collaboratively to process invoices and answer model inquiries quickly and accurately. The right person for this position demonstrates good problem solving and is committed to finding innovative solutions.

### **HR & Training Specialist**

Have a background in HR and a love for training and development? We are growing fast, which means we need another superhero to onboard and train our newest teammates. The HR & Training Specialist will be responsible for recruitment, onboarding, creating teaching materials for all departments, and conducting and evaluating training programs.

### **Director of Sales**

Coach a small team of exceptional Account Managers in this exciting, fast-paced industry! We're looking for a sales maven and talented leader to fill our Director of Sales position. This individual manages and oversees our sales operations, develops and executes plans to meet sales goals, cultivates client relationships, and determines customer pricing.

### **National Account Manager**

Responsible for managing client relationships, our National Account Manager opening is the ideal role for a people person with great judgment and leadership skills. You'll be responsible for the development, maintenance, and improvement of client relationships across a large territory. This individual will meet both virtually and in-person with PUSH customers to discuss their needs and how to better meet them, as well as provide them with new products or services to consider and test.

### **Social Media Manager**

We're in the market for a Social Media Manager to develop and implement marketing strategies across all PUSH social media platforms. In addition to social media savvy, this individual should be a strong writer with creative ideas and the ability to maintain our brand's identity. You'll create and maintain social media profiles, including managing regular posts and responding to followers, create and maintain brand promotions, execute marketing campaigns across social platforms, and maintain our blog.

### **Creative Director**

This high-visibility role will be responsible for refining and implementing the PUSH brand identity. The Creative Director will shape our brand standards, plan and monitor brand campaigns, revise presentations, and lead our graphic designers and creative professionals in endeavors towards brand consistency and recognition. If you're a creative individual, strong project manager, and inventive problem solver, we'd love to hear from you!

### **CTO**

PUSH is in search of an IT genius with a creative side to serve as our Chief Technology Officer! This individual will spearhead all things tech, and serve as our internal IT expert. Responsibilities include all aspects of technology systems, processes, and software design and development. You'll join the leadership team in setting our strategic direction, honing our technology systems to help us achieve our goals.

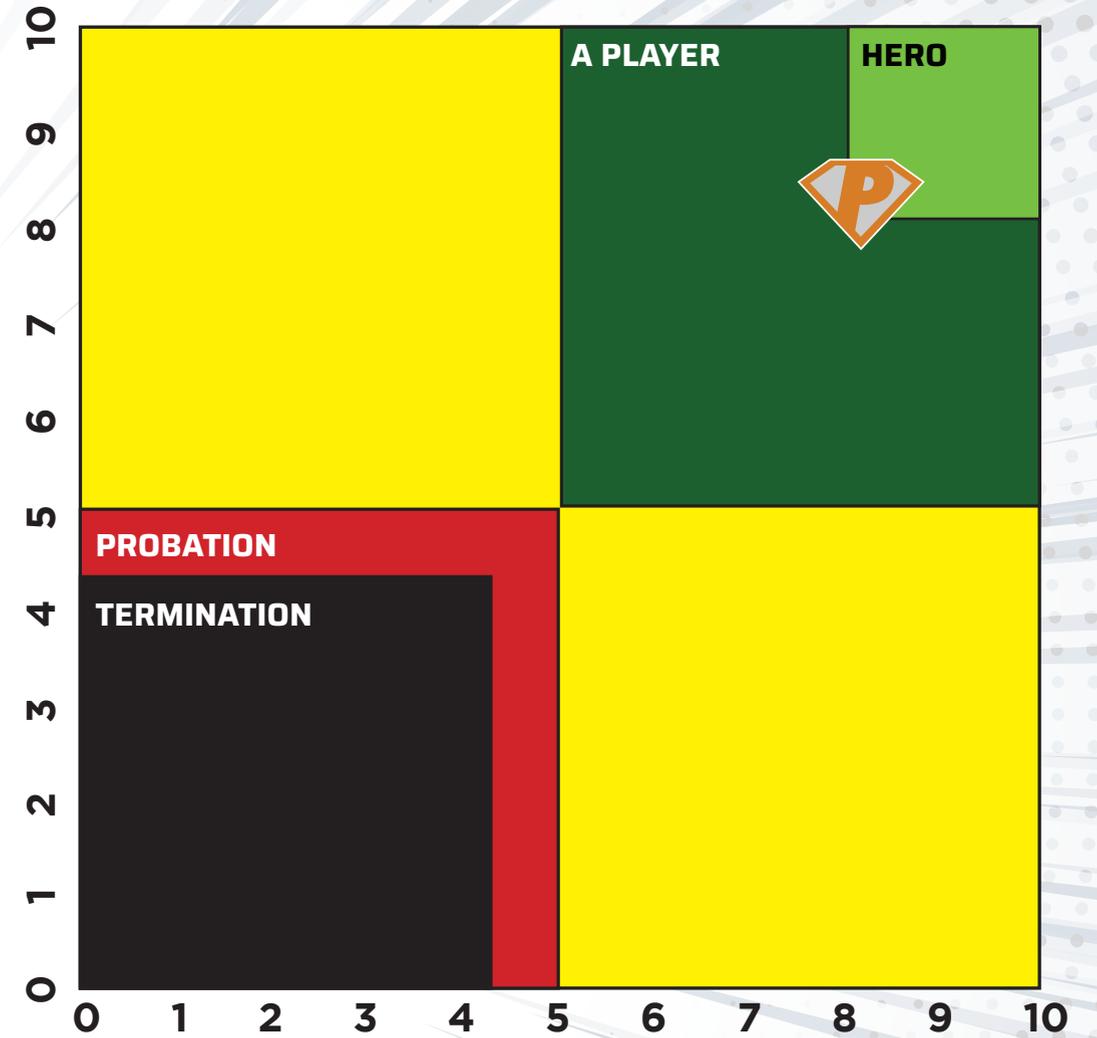
# WHAT MAKES A HERO?

PUSH regularly scores our teammates not only on performance, but also on our core values. Our scoring matrix identifies those that we consider our “heroes,” those individuals who are awesome at their job and just as awesome to work with. So, if you’re in the market for a job or a promotion, remember...be zen, be better, be a family, be adaptable, be innovative, and be responsible.

Our greatest heroes are also recognized at our monthly HERO meeting. These team gatherings cover all things PUSH, but focus on the acknowledgement of the month’s greatest heroes, who are rewarded with a token of appreciation in the form of \$100 and lots of praise! You can also give and receive recognition on Bonus.ly, where points from management and peer compliments can be exchanged for cool prizes.

7	BE ZEN
8	BE BETTER
8	BE A FAMILY
9	BE OF SERVICE
7	BE ADAPTABLE
9	BE INNOVATIVE
8	BE RESPONSIBLE
8	RESULT: HERO

## CORE VALUE PERFORMANCE MATRIX



# WHAT ARE WE LOOKING FOR

We're looking for superheroes, but you won't have to scale buildings or lift cars. The ideal PUSH teammate is the right mix of experience and cultural fit. Our core values are at the heart of our business, so to us, that's just as important as doing your job well. It's much easier to train the right cultural fit than to hire a high performer that doesn't work well with the team.

The most amazing members of the PUSH team share our core values, they work hard but know when to recharge their batteries, and they take pride in being a part of our close-knit and fast-paced family.

# HOW TO APPLY

If you like what you've read and think you have what it takes to be one of our superheroes, visit us at <https://pushmodels.com/hiring> to submit your information. We can't wait to hear from you!

