

JOB TITLE: Event Manager



Do you have a passion to bring joy and excitement to those around you? Are you a little bit quirky? Are you a sucker for delicious cake? Us too! We're looking for that right personality to join our team as we bring events to life.

Our family owned and operated company hosts over 100 events a year! We know that the happiness of our clients is credited to our outstanding team. We care just as much about employee satisfaction as we do our clients and want you to love the company you work for.

Our management team is made up of 2 leaders who are trusted to manage our clients, our facility and our team. Adding a third manager allows our team more freedom and flexibility during our busy season. It also allows each individual to flourish in an essential job duty that they excel in. For example, one manager oversees our bar and beverage department where the other oversees staffing and scheduling. Our newest manager will be responsible for overseeing marketing and social media management.

This position requires a person with a unique variety of skill sets. Though challenging, this is a very rewarding position with multiple opportunities for creative outlets and for you to shine as an industry leader.

MINIMUM REQUIREMENTS

High school diploma or GED certificate required. Degree in Management / Hospitality related programs preferred but not necessary. Wedding planning experience preferred. Experience in management and leading a team is required; minimum of 1 year. Experience in the hospitality industry is required.

ABILITIES REQUIRED

We're looking for a driven self-starter with the ability to multitask while excelling in a collaborative setting. Weddings require a strong attention to detail and we need an individual with a unique creativity when working with clients as quick problem solving is a must. This individual must be highly social as networking with other industry vendors to establish quality working relationships is required. Office days involve tours, client planning meetings, computer work and answering the phone but on event days, the ability to work on your feet for a duration of 8+ hours is key. Conducting venue tours and booking new reservations is a critical part of this position. This individual must have an approachable presence with good customer service skills and a professional appearance.

An essential part of this position is the requirement to oversee job functions in all departments for successful event completion. Managing general building maintenance is also a key component of day to day activities. This includes handling customer conflict resolution in a confident and professional manner, evaluating and addressing issues to make improvements accordingly and maintain an operating environment that assures consistent guest satisfaction. This individual is responsible for helping train new Event Staff and Bartender staff and ensuring their proper integration into our team. Maintaining a pro-active human resource function to ensure employee motivation, especially during our busy season, is a must. This individual must be confident in their ability to handle cash drawers, safe balances and prepare daily cash deposits.

Experience in bar and product ordering is a plus but not necessary. We work as a team to help get new managers up to speed quickly with managing our thriving venue.

This individual will show interest in and assist as needed in creating and implementing marketing projects such as monitoring company social media accounts, creating blog posts, working with event photographers

and/or couples to obtain rights to images, etc. Monthly management meetings to brainstorm ideas for company growth allow for team collaboration and individual ideas to flourish.

Assistance in any and all departments as needed and perform all other related duties to host successful events is required.

ENVIRONMENTAL CONDITIONS

This position requires an individual comfortable working in a multitude of environments; indoor air conditioned office, outdoors spring - fall and varying temperatures indoors when working an event.

PAY AND SCHEDULE

Ability to work nights and weekends is essential

Rotating schedule gives you Saturday/Sunday off every 3 weeks

Consistent Wednesdays & Thursdays with flexible hours between 9am - 7pm

Friday-Sunday flexible opening (9am-5pm) and closing (4pm-1am) shifts opposite other Event Managers

This is a full time seasonal position (34+ hours a week) March - December with part time hours (26+ hours a week) offered January - February. Salary remains year round regardless of change in hours.

Closed Easter Day, Thanksgiving Day, Black Friday, Christmas Eve and Christmas Day

Salary is based on experience; starting at \$48,000.00

COMPANY PERKS

PTO after 90 days

Birthday PTO

401k with company match

Health insurance offered at 90 days

Annual professional development allowance

Unique "perks" program options (paid gym membership, massages, paid hotel during vacations, and more!)

Dog friendly office

Annual team outing

Annual holiday party

Annual management party

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.