

## Title

Event Manager

## Position Type

Part-time

Compensation- Salary

As Needed (Events are held Thursday - Sunday)

Hours: 8:30am to closure (typically 12am)

Experience:

- Management, 2 years (Preferred)
- Event Management, 2 years (Preferred)
- Event Planning, 1 year (Preferred)

## Job Summary

The primary duty of the Event Manager is to oversee all operations of the wedding venue. Our facility hosts weddings and receptions for up to 250 guests. The venue team handles everything from setting up china plates, linens, decor, and creating event layouts for the reception. This manager role includes coaching and mentoring our team to provide a wonderful experience for our guests, employees, and vendors. Duties and responsibilities include management of team members, training employees and wedding planners, delegating tasks, oversight of maintenance and repairs, and handling any concerns that may arise.

- Act as a face of the company for first interactions with clients, guests and vendors
- Provide leadership, training, and coaching to employees in order to achieve goals and objectives
- Possess strong organizational and time management skills
- Have the willingness to do what it takes to get the job done
- Be able to exhibit grace under pressure
- Direct staff and outside vendors to ensure events are executed in an efficient manner
- Ensure venue policies and contract terms with the client, guests, and vendors are met
- Assist with the set-up/tear down process of the event
- Responsible for ensuring the venue is in a presentable condition by completing consistent walkthroughs throughout the day
- Ensure that the venue's equipment and grounds are maintained and well kept
- Conduct final inspections of the venue to ensure everything adheres to the client's standards
- Ensure the wedding planner's timeline is executed on time and correctly

## Required Qualifications

- Preferred, but not required: Associate's or Bachelor's degree in hospitality management or communication/public relations
- Preferred, but not required: 2 + years of proven wedding or event planning experience
- Excellent problem solving, organizational, and time management skills
- Must be detail oriented and task orientated
- Exceptional communication and customer service skills