

### **Position Responsibilities:**

- Market private event spaces to ensure full utilization and serve as primary point of contact for event host customers
- Work to meet and/or exceed monthly sales goals
- Consistently deliver a high level of customer service
- Communicate effectively with customers to ensure proper event planning and that guest expectations are met
- Utilize online reservation system effectively to ensure proper scheduling of events
- Work with Footnote, Pub and Tasting Room managers to schedule staff and coordinate event service details
- Work with Chef to coordinate catering menus and event details
- Work with Accounting staff to bill and collect payment for events
- Adapt to changes in a fast-paced work environment and handle frequent changes and unexpected events well
- Stay abreast of the market and competition and work towards exceeding profitability goals
- Commit to long hours of work and a changing work schedule when necessary to meet goals
- Set challenging goals and demonstrate persistence to achieve them
- Other duties as required

### **Position Qualifications:**

#### Required

- Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.
- Previous management experience
- Previous full-service restaurant or catering experience
- Strong communications skills
- Have a valid drivers' license
- TIPS alcohol training

#### Preferred

- Previous catering sales/event management experience

Job Type: Full-time