



## Event Manager

### Event Manager responsibilities include, but are not limited to;

- Manage all front and back of house event staff for the duration of the event.
- Create and delegate roles and responsibilities to each onsite staff member.
- Ensure that venue needs are met, and confirm that all safety regulations are adhered to.
- Act as the primary day-of contact between the Event Specialist and Chowgirls Client.
- Provide staff with the necessary training to align with Chowgirls service and sustainability etiquette.
- Willingness to be flexible with your schedule to adhere to staffing needs on a week-to-week basis.
- Fulfill additional pre-event and post-event needs that may be requested by the Event Specialist and/or the Hospitality Team.

### Qualifications:

- A minimum of two years of experience in a leadership role is required.
- Exceptional leadership skills and ability to manage a diverse onsite team.
- Impeccable verbal and written communication skills.
- Ability to thrive and manage a team in a fast-paced environment.
- Ability to move and lift 50 lbs and stand for long periods of time.
- Valid Minnesota Drivers' license and willingness to learn and drive company vans.

### Expectations regarding availability:

- This job requires flexibility in scheduling that aligns with the seasonal event schedule.
- Increased availability is expected through the months of May - December.