

EVENT MANAGER

Chowgirls Catering is looking for experienced Event Managers. A minimum of two years experience as an event manager (or similar role) is required.

Responsibilities include, but are not limited to:

- Assist Event Specialists in the planning and execution of event logistics.
- Ensure all tasks are completed with regard to the timeline, menu, and any other requests or details.
- Acts as primary onsite contact and lead of event execution.
- Manage event staff. This includes pre and post event communication and organization of roles and responsibilities.
- Provide staff with the necessary training, including customer service and serving etiquette.
- Manage, delegate, and oversee FOH and BOH operations.
- Thoughtfully respond to guests' requests, questions, and concerns.
- Ensure that the venue and facilities remain neat and clean.
- Confirm that all applicable safety regulations are communicated and adhered to.

Event Manager Requirements:

- Exceptional leadership skills and ability to manage many staff members.
- Impeccable time management and multitasking abilities.
- Excellent written and verbal communication skills.
- Ability to thrive in a fast-paced environment.
- The ability to maintain a high level of customer service even in stressful situations.
- Ability to lift and move 50lbs and stand for long periods of time.
- Willingness to work long hours, irregular shifts, and on weekends and holidays.