



## **EVENT MANAGER**

*Chowgirls catering is hiring Event Managers to join our team. Applicants must be willing to give directions and manage staff and event timelines effectively. A minimum of two years' experience in Event Management (or similar role) is required along with weekend availability.*

### **EVENT MANAGER RESPONSIBILITIES:**

- Manage all front and back of the house event staff during the duration of the event.
- Create and delegate roles and responsibilities to each onsite staff member.
- Ensure that the 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.

### **EVENT MANAGER QUALIFICATIONS:**

- A minimum of two years of experience in a leadership role within the hospitality industry.
- 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.

