



EVENT SPECIALIST

Full time – Salary

The job of the **EVENT SPECIALIST** is to sell, detail and manage events. The Event Specialist reports to the **SALES & EVENTS TEAM MANAGER**.

CLIENT SERVICE

- Assist client through all aspects of catering related event planning
- Maintain prompt client communication
- Create customized proposal within agreed upon timeline
- Serve as main contact for repeat clients

PROPOSAL & EVENT WORKSHEET EXPECTATIONS

- Capture all details regarding a client's event from initial conversation
- Create menus to best suit client needs and venue facilities
- Record detailed timeline of events
- Schedule and attend site visits with client and Event Manager for applicable events
- Schedule and attend tastings for your clients
- All menu, equipment, scheduling, and timeline details finalized prior to packet meeting
- Communicate with Event Managers and Delivery Drivers prior to event
- Maintain a system of organizing clients
- Secure deposits and contracts within the terms required for event confirmation
- Collect payments within terms of contract
- Follow up with client post event to gather feedback and ensure satisfaction

INTERNAL COMMUNICATION

- Menu planning per Sales and Events Team Manager and Executive Chef guidance
- Work with Hospitality Department to assign most appropriate Event Manager
- Proactively communicate work and personal schedule
- Connect with Warehouse Manager regarding availability of equipment, rental needs and special orders
- Attend and actively participate in all required company meetings
- Respond to internal communication within 12 hours

EVENT MANAGEMENT

- Event Manage 24 events per year
- Forecast which events your presence is most needed (VIP, new venues, intricate execution)
- Utilize event information to formulate a plan of service
- Delegate tasks and organize staff onsite for efficient and seamless hospitality
- Maintain a calm demeanor from start to finish
- Approach challenges proactively with a positive attitude.
- Train new staff on site and provide constructive feedback in real time

COMPANY REPRESENTATION

- Attend trade shows and social events as a representative of Chowgirls to capture increased business and continue strengthening vendor relations
- Present a positive and professional attitude and appearance when representing Chowgirls at events including social media -- personal and professional

HUMAN RESOURCES

- Maintain employee privacy
- Maintain General knowledge of Chowgirls history, values, vision, etc
- Promote Chowgirls in a positive light at the office and in the community