



**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



**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

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*Event Specialist Signature*

*Date*

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*Sales & Events Team Manager Signature*

*Date*