



**JOB TITLE:** Assistant Event Manager

### **MISSION STATEMENT**

*At Rustic Manor 1848, we exist to create experiences where excellence and passion come together to form a unique event that reflects each client's unique personalities.*

### **MINIMUM REQUIREMENTS**

High school diploma or GED certificate required. Previous experience as a manager or supervisor required; minimum of 1 year. Previous experience bartending required. Ability to work on feet for a duration of 8 or more hours.

### **ABILITIES REQUIRED**

We're looking for a driven self-starter with the ability to multitask while excelling in a collaborative setting. Weddings require a strong attention to detail and we need an individual with quick problem solving skills. This individual must be highly social with an approachable presence, great customer service skills and a professional appearance. He/She will handle customer conflict resolution in a confident and professional manner, evaluate and address issues to make improvements accordingly and maintain an operating environment that assures consistent guest satisfaction.

An essential part of this position is the requirement to oversee job functions in all departments for successful event completion. Managing general building maintenance is also a key component of day to day activities. This includes handling customer conflict resolution in a confident and professional manner, evaluating and addressing issues to make improvements accordingly and maintain an operating environment that assures consistent guest satisfaction.

This individual is responsible for helping train new Event Staff and Bartender staff and ensuring their proper integration into our team. Maintaining a pro-active human resource function to ensure employee motivation, especially during our busy season, is a must.

This individual must be confident in their ability to handle cash drawers, safe balances and preparing evening cash deposits. No cash drops required. They will be able to limit problems and liability related to guests' excessive drinking. They must accurately take and serve beverage orders to patrons, check identification of guests to verify age, balance cash and credit receipts.

This person will be responsible for assisting the Event Manager(s) during an afternoon transition period in order to successfully execute scheduled events through closing. They will assist outside vendors as needed and be responsible for event take-down duties including room "flips" to prepare for the next day's event. .

He/She must maintain a pro-active human resource function to ensure employee motivation, training, and development for optimal employee performance. Responsible monitoring staff clock-in/clock-out accounts to ensure proper record keeping for payroll.

This individual will show interest in and assist as needed in capturing outlined content for marketing projects such as photos and/or videos during events (cell phone or basic digital camera) for our marketing team to utilize on social media accounts. He/She will assist any and all departments as needed and perform all other related duties as assigned.

### **ENVIRONMENTAL CONDITIONS**

**Inside:** Protection from weather conditions but not necessarily from temperature changes.

**Outside:** This position encompasses the elements of each unique event. Working in a variety of weather conditions is a must.

**PAY AND SCHEDULE**

Ability to work weekend evenings is essential.

Friday - Sunday flexible closing (4pm-1am) shifts opposite the morning opening Event Manager(s).

Opportunities for occasional weekday evening shifts throughout the year.

This is a part time seasonal position (approximately 18-27 hours a week) May – November.

\$35.00 per hour offered

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.