

**Overview:**

This position will report to the Sales and Marketing Director, while working closely with the Food and Beverage Director, Bar Managers and General Manager.

Compensation: Commensurate with Experience. Base Salary with commission. Health Insurance after 3 months

Responsibilities for the Event Coordinator

- Liaise with clients to identify their needs and to ensure customer satisfaction
- Communicate all group specifications to the appropriate operational departments through a banquet event order.
- Ensure that all specifications are implemented and executed to established guidelines. While managing client satisfaction through the smooth execution of all assigned events
- Schedule all set up crew, servers and bartenders
- Give Banquet Caption, Servers and Bartenders overall direction and guidance for events
- Give Set up/Utility Crew overall direction and guidance
- Provide opening and closing check lists for bartenders and servers
- Create a list of standards for the Set up/Utility Crew
- Check to make sure inventory matches event needs. IE: Right count and size of linens, table skirting, all glassware, plateware, coffee carafes, tables, etc. If it doesn't, rent or purchase the appropriate items
- Complete diagrams for each event and communicate internally to set up staff
- Ensure main doors are unlocked at least 2 hours prior to any event
- Ensure all event space is in showable condition at all times. (IE: organized, clean, etc.)
- Conduct pre-event meetings with the banquet staff regarding preparations at least 2 hours in advance.
- Provides function employee list and hours for gratuities distribution.
- Ensure timely and smooth conduction of a banquet event.
- Ensure that best practices and standards are met in delivering service to guests.
- Be prepared well in advance for the upcoming events.
- All other duties as assigned

Apply: Apply with your resume, cover letter and 3 references to Brittani@millworkmarketplace.com