



Event Manager

Cordial & Craft is an event company that specializes in unique gatherings and events in Asheville and WNC. We work on a variety of events and gatherings, providing specialized hospitality staff and custom bar menus. We are seeking an organized, self-motivated, and experienced Event Manager to join our team! The Event Manager will play an important role in coordinating a calendar of events, working directly with hospitality professionals, clients, local vendors and small businesses to execute exciting and memorable gatherings.

Position Overview

The Event Manager will report to the Event Director, and serve as a liaison between the C&C event team--which includes servers, chefs, bartenders, and event crew--the client, and the client's hired vendors, working collaboratively to execute successful events. This position will focus on communication and logistics leading up to scheduled events, and event day execution.

A successful candidate will be self-motivated with a calm demeanor under pressure, have excellent relational skills, a clear, direct, and caring communication style, and be comfortable with outreach to current and prospective clients.

This is a part-time 1-year contract position with the possibility of expanding the role. The hourly pay rate for this role is \$20 - \$27 per hour based on experience, with an average of 20 hours per week.

Hourly Rate: \$20 - \$27 / hour

Start Date: **January, 2024**

Location: Asheville, NC. The work will be predominantly remote with occasional travel required to event sites within 2 hours of Asheville, NC.

Schedule: Flexible hours, with a variable schedule based on events.

Job Responsibilities

Some of the duties the Event Manager will be responsible for include:

- Manage logistics of all scheduled events and oversee execution.
 - Receives and responds to client requests for events.
 - Participate in process of creating event proposals for potential clients including site visits to evaluate venue-specific hospitality requirements, creating a beverage menu, suggesting necessary equipment and rentals, and assessing staffing and hospitality needs.
 - Provide knowledgeable information to clients and makes suggestions to create streamlined and successful event.
 - Communicate with vendors and clients prior to booked events to ensure expectations for both the client and participating staff and vendors are met.
 - Execute and manage events with the ability to anticipate guest needs proactively and conscientiously.
 - Collect detailed information for booked events and develop hospitality timelines.
 - Maintain thorough, up-to-date, and well-organized event detail documents that will be shared with internal staff and external partners. Collect
 - Carefully oversee execution of events including staffing and personally working events as needed.
 - Handle invoicing, contracts, and additional administrative tasks as needed, including client communication.
- On-board, schedule, manage, and evaluate event staff.
 - Ensure that staff have the proper resources needed to execute the event.
 - Plan, manage, and review work of individuals and the team.
 - Participate in interviews and makes hiring recommendations.
 - Train staff in operations, policies, and procedures.
- Acts as manager on duty during events to ensure compliance with safety protocols, needs are met for clients, and resolves customer service issues that may arise.
- Communicates with Event Director, outside vendors, client, and other individuals as necessary to coordinate work activities, review event details, or resolve problems.
- Establishing and maintaining excellent relationships with venues, organizations, and local businesses to create strategic partnerships and mutually beneficial collaborations.
- Maintains a working knowledge of North Carolina alcohol laws and policies and adhering to the law during events.

Experience

Familiarity with the event industry within the Asheville area, and a strong connection to the local food and beverage community is necessary to the success of this candidate.

This role would be ideal for anyone with strong administrative and data management skills, a vested interest in coordinating people gathering to celebrate, great interpersonal skills, and a desire to be an integral part of a small team.

- Proven background in event management, high-level hospitality, and/or other related food/beverage experience.
- Enthusiasm for coordinating and being an integral part of events, celebrations, weddings, and other communings.
- Interest in expanding leadership capacity within collaborative environment.
- Detail-oriented, calm under pressure, and an effective problem-solver willing to both learn and teach.
- Open minded and flexible with the ability to adapt quickly and anticipate client and staff needs.
- Direct, concise, and caring communication style with excellent written and verbal communications skills.
- Works effectively independently and in a team environment; actively participates in joint problem solving and willingly cooperates with co-workers.
- Ability to prioritize and multitask between immediate and long-range tasks.
- Familiarity with Google Suite, Excel, and/or other data tracking systems.

Requirements

- Reliable transportation and a valid driver's license.
- Available to work a flexible schedule including weekends and nights.
- Ability to lift objects above 25 pounds
- Access to the internet, email, and phone calls.
- Must be tolerant to exposure to possible food allergens including but not limited to; meats, flour, fish, nuts, dairy, and oils.
- Must be able to work around alcohol.
- Must have reliable transportation.

While performing the duties of this job, the Event Manager will be regularly required to stand, walk, and sit for long periods of time. Anticipated work schedule would include 20-35 hours weekly based on event calendar, with 10-15 hours per week of event day execution and 10-15 hours per week administrative planning time.

Salary and Compensation

This is a part-time 1-year contract position. The hourly pay rate for this role is \$20 - \$27 per hour based on experience, with an average of 20 hours per week.

Applicants should apply by emailing cordialandcraft@gmail.com with a resume and brief cover letter outlining their interest and relevant experience.

Cordial & Craft is an equal-opportunity employer.