

# CARLOS CREEK

## Job Description

Position: Venue Manager

Reports to: Client Relations and Events Manager

### POSITION SUMMARY:

The Venue Manager plays a pivotal role in the successful execution of events held in the Grand Hall Event Center by serving as the primary day-of contact for clients, vendors and staff. They ensure all aspects of day-of venue operations are running smoothly and efficiently by directing staff and providing positive and professional customer service to clients and guests.

### RESPONSIBILITIES:

- Communicate with Client Relations and Event Manager to ensure all details and instructions are understood and can be executed efficiently
- Attend rehearsal activities
- Serve as day of contact for all client, vendors, and staff
- Professionally manage any problems that may arise
- Manage equipment, supply and maintenance needs
- Ensure bar staff are checking IDs and following BNC's alcohol policies
- Ensure security staff are consistently patrolling the Grand Hall and outside grounds
- Ensure accurate cash drawer/hosted tally is being kept
- Assist bartenders when needed and ensure the bar area is continuously clean and stocked
- Properly document any incidents that occur
- Assist in clearing tables and general clean up
- Ensure that event contract is enforced

### REQUIREMENTS:

- Proven leadership experience
- Experience in event coordination
- Strong organizational and time management skills
- Excellent communication skills and conflict resolution skills
- Demonstrated history of responsibility and dependability
- Ability to perform physical aspects of the job: standing for long periods, moving tables and lifting chairs, cleaning and other manual duties
- 21+ plus years of age

### TIME COMMITMENT:

20-30 hours biweekly, **seasonal May - October, occasional off season weekends. Must be available to be scheduled:**

- Fridays/Saturdays 9am - 7pm, 3pm - 12:30am
- Thursdays 4:00- 7:00 pm
- Minimum of two weekends a month
- Other various weekday events
- Available to work all Carlos Creek festivals (*specifically Grapestomp + Oktoberfest*)

Job Type: Part-time

Pay: \$25/hr

Benefits: Employee discount on beer, wine, food and retail items