



# EVENT PRODUCER

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## PARTYMAN CATERING CORE VALUES

Happiness | Respect | Teamwork | Success | Passion | Relationships

### SKILLS FOR SUCCESS

- Understands and demonstrates Partyman's Core Values
- Customer service focused
- Works well with a team
- Strong willingness to learn
- Scheduling and action planning
- Interpersonal communication

### JOB DESCRIPTION

The Event Producer is responsible for assisting Event Planners in daily operations while gaining a complete and comprehensive understanding of producing events at Partyman Catering. You should be self-motivated with a commitment to quality, exceptional service, and hospitality excellence.

### PRIMARY DUTIES & RESPONSIBILITIES

- Bring new concepts and ideas to the organization that will assist in the operations, efficiency, and overall customer experience.
- Assist Event Planners in daily operations.
- Handle inbound inquiries, answer initial client questions, and take preliminary event information via phone and email, as required.
- Handle all payment reminders and past due reminders via email. Process new payments and send follow-up emails.
- Observe client meetings to assist with planning.
- Book, maintain, and reconcile small catering jobs.
- Create event layouts, updating them with final counts.
- Organize prints for weekly production meetings and directors.
- Follow up on all outstanding rented items.
- Create event binders and bags for upcoming events and take care of post-event binders.
- Document and organize information pre- and post-events. Including follow-ups, final guest counts, and payments.
- Company-wide cross training as a Server observing Event Leads to better your understanding while preparing for advancement as an Event Lead and/or Event Planner.
- Apply for day-of liquor license permits, track all that are in process, maintain binder and spreadsheet.

- Place orders for outside vendors.
- Manage post-event follow-ups, anniversary correspondence, and review requests.
- Send google forms to clients- 60-day, 30-day, and final count.

## **JOB REQUIREMENTS**

### Education

- High school diploma or GED.
- Associates degree in Hospitality or related field preferred.

### Experience

- Preferred 1-year events industry experience serving, planning, or leading special events, or relevant admin position experience.
- Effective communication skills including writing, speaking, and interpersonal communication.

### Skills

- Computer skills.
- Confidence in speaking with clients via in-person, phone, and email as required.

### Physical

- Capable of lifting 25 pounds frequently and independently.
- Ability to sit, stand, or walk for long periods of time.

### Other

- Valid Driver's license or reliable transportation.

## **SCHEDULE REQUIREMENTS**

- Schedule may fluctuate seasonally and based on event bookings
- Peak-Season (May - Nov): 25-30 hours to start with a goal of full-time employment.
- Off-Season (Dec - Apr): approximately 25 hours or slightly less.

## **COMPENSATION**

### Pay

- Hourly starting at \$13.50/hr, commensurate with experience. Non-Exempt.
- Tipping eligible when leading/serving events or when written instruction is given from the client.

### Benefits

- No meal allowances are issued, however, food made available specifically by the Executive Chef only is permitted when available.
- A Partyman T-shirt will be issued yearly and should be worn on event days for set up.

## **EMPLOYEE REVIEWS**

- First review to occur 30-60 days after employment inception.
- Thereafter, every six months during the Nov/Dec time period and Jul/Aug time period.
- Improvement plans and interventions as needed.