



EVENT PRODUCER

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, and 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 \$15.50/hr, commensurate with experience. Non-Exempt.
- Tipping eligible when leading/serving events or when written instruction is given from the client.

Benefits

- New employees will receive a Partyman Catering t-shirt that should be worn on event days for setup.

COMPANY CULTURE

- Monthly team building events, team lunch, and Cheers & Chill.
- Reward milestones.
- Employee scholarship.

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.