

## EVENT CONSULTANT (part-time)

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### **JOB BRIEF**

Fête, Inc. is seeking an individual looking to gain experience in the events industry and build their hospitality resume. Event Consultants will collaborate with upper management and lead a small team of staff as well as act as a contact person for clients, especially in the absence of the venue manager. The position includes the physical tasks and logistical coordination associated with set up and tear down of events. Event Consultants must also be able to oversee the overall condition of the venue throughout the duration of the event and implement or delegate actions to maintain a clean, well-stocked premises, and smooth-running bar service, when applicable. Successful staff in this role will ensure the facility is in exceptional shape before, during, and especially following events. Exceptional leadership skills, drive, and professionalism are essential to this position.

### **COMPENSATION**

Starting hourly wage: \$15.50/hr

### **RESPONSIBILITIES**

- Oversee, guide, and mentor event staff
- Provide customer service to clients and guests and act as primary contact for the client in the manager's absence
- Oversee and implement facility cleaning before, during and following events (sweep, mop, service restrooms, address spills, clear or clean tables/chairs/other furniture and common spaces, remove trash/recycling, return glassware to the bar, and other janitorial type tasks)
- Oversee and direct event transitions such as moving tables/chairs from various locations indoors & out as well as coordination of staff to do so
- Oversee and implement set up and break down of tables/chairs according to a predetermined floor plan
- Oversee and implement set up of table centerpieces, if purchased by the client
- Lead the wrap-up package, if purchase by the client
- Evaluate work completed by staff to ensure the facility is in pristine condition following each event and require repetition if not completed to satisfaction
- Stock and maintain inventory

### **REQUIREMENTS**

- 18+ years old
- Hold a valid driver's license and have reliable transportation.
- Enrolled in a collegiate program related to hospitality, event planning, or a similar field OR have a special interest in the events industry.
- Available to work a minimum of 2 weekends each month.
- Available to work late hours, especially on weekends (as late as 1 AM on Friday and Saturday 'nights').
- Work well with other team members while overseeing/directing staff.
- Hard working, respectful, self motivated, and excellent communication skills.
- Honest and ethical character and a willingness to learn.
- Ability to lift at least 40 lbs and be on your feet for 8 plus hour shifts

**Shifts for wedding events:**

Morning: 9-11 a.m.

Afternoon/Evening: start time ranging from 3-4:30 and going until 1 am

\*Weekends with a Friday wedding include a Thursday afternoon/evening set-up shift

\*Sunday shifts vary based on the type of wedding the client has with the latest shift ending at 11 p.m.

**Shifts for other, non-wedding events:**

These are the vast minority of our events. When they do arise, the shifts take place at varied times dependent on the timing and needs of the event.