



COMPANY PROFILE

Since 1997, Patrick Properties has been restoring and preserving historic Charleston properties, including Parcel 32, The American Theater, The William Aiken House and Lowndes Grove. While we were at it, we crafted a tradition of warm, inviting hospitality that ensures our guests feel welcome, well cared for and ever ready to come back for more. With each event we host, our focus is the oversight of our venues as well as the upscale food and beverage service we provide within them, requiring a keen eye for detail and the highest standard of customer service.

JOB DESCRIPTION

Position: Event Manager

Status: Full Time

Reports To: Director of Operations

POSITION OVERVIEW

The Event Manager is responsible for the assembly and completion of the assigned events' file and organization of event logistics and execution. He / she will be the main POC for all assigned events and act as the main POC day of. The Event Manager also represents the company to our clients and business partners, and is expected to maintain the highest level of professionalism and customer service. Nights, weekends, and office hours required.

RESPONSIBILITIES

- Expected to actively participate in event operations and provide hands on support to deliver events in keeping with PPHG standards
- Event Day Setup requires duties such as: pulling bars, setting up bars, setting tables, and or setup of stations
- Act as an opening or closing Event Manager for other events when needed overseeing both set up and breakdown
- Ability to meet culinary and event deadlines and complete administrative work in a timely fashion, prioritizing when necessary
- Manage food service during event to ensure proper service by staff, providing good communication and working cooperatively with the culinary team
- Assist with property management and upkeep, to ensure standards meet or exceed company expectations. This includes venue interiors, grounds, and all storage spaces
- Once assigned an event, act as "Second" to Sales Manager until Event Tasting, at which time will become the client's main contact leading up to the day of the event
- Conduct tastings, working in the best interest of PPHG regarding flow of event, layout of food stations and creation and design of menu benefiting company standards
- Communicate with client and/or coordinator to gather necessary information such as floorplans, timelines and rental orders in a timely manner, and assist with those items as necessary
- Submit all outside rental invoices, receipts and closing inventories to CFO and appropriate Sales Manager
- Attend weekly event and operational team meetings to be thoroughly informed of event details and logistics
- Manage Banquet Staff and Event Interns
- Maintain vendor relationships
- Uphold coordinator and entertainment guidelines
- Promote positive guest relations, making every effort to accommodate any guest's reasonable request during an event
- Communicate with Director of Operations for event needs
- Lead Event Operation discussion for assigned events; responsible for follow-up circulation and timely communication with proper departments

REQUIRED SKILLS

**Prior event and food and beverage background is required for this position.*

Additionally, the Event Manager must:

- Minimum of 2 years of prior event management experience
- Possess knowledge of proper table service
- Enforce Patrick Properties standards, policies and procedures with assigned staff
- Prioritize and organize work assignments; delegate work when appropriate
- Motivate and manage assigned staff while maintaining a cohesive team and following up with corrections when necessary
- Think clearly to analyze and resolve problems, exercising good judgment
- Focus attention on details while working without direct supervision
- Work cooperatively and professionally with other departments, with respect to the chain of command
- Possess mature, professional demeanor to interact and communicate with vendors, staff and guests
- Ability to quickly and smoothly handle unanticipated changes and needs during an event
- Ability to stand on your feet for an extended period of time
- ServSafe Certification required
- Requirement to work on site at all PPHG properties, offsite as needed
- Required to be on time and have a flexible schedule
- Ability to exert physical effort in transporting and placement of tables, chairs, podiums and other event equipment – maximum 30 lbs
- Must hold a bachelor's degree or higher

To Apply, please email: work@pphgcharleston.com