

Event Designer:

Are you a hospitality professional who enjoys an ever-changing, fast paced environment? Catering by Design, a full-service event company specializing in executing highly customized event experiences, is looking to add to our amazing team!

We are seeking an Event Designer to sell, plan and execute high level events for formal galas, fundraisers, weddings, private home gatherings and picnics...just to name a few! This Event Designer will be responsible for aggressive sales goals and can expect to handle 100+ events annually.

Job Description & Event Designer Qualities:

- Develop new business through referrals, cold calls, and marketing campaigns to meet or exceed established revenue goals
- Plan individual promotions and business development initiatives
- Cultivate a creative and collaborative environment
- Generate original proposals which will include menu writing, overall event design, décor layouts and creative detail elements
- Ensure standards and ratios are sold and upheld
- Work with budgets of all levels
- Negotiate contracts
- Secure signed contracts, deposits and full event details
- Attend events (and assist as needed) to ensure success
- Lead and motivate on-site teams
- Handle post-event details such as follow-up calls/meetings and billing
- Perform additional duties and tasks as assigned
- Interface with various departments, clients and vendors to develop plans and create solutions
- Demonstrate an ability to anticipate and solve problems
- Understand rental equipment such as tables, chairs, linens, china, glassware, and flatware
- Operate basic office equipment
- Be an active participant in brainstorming sessions and department meetings
- Maintain well-organized and accessible paperwork and digital design files
- Communicate event details and status to internal teams in a timely manner
- Become well versed in programs such as Caterease and Social Tables
- Stay current in food and design trends, new software and technologies, production techniques, and vendor products
- Be well-versed in culinary terms with a general knowledge of food & beverage
- Participate in industry and/or community organizations and boards
- Ability to multi-task and efficiently manage your time

This is a full-time in-office salaried position starting at \$45,000 annually