

## **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