

## **Event Production Manager - Job description**

### **Catering by Design for Everyone**

Each day, either directly or indirectly, we help our clients celebrate life's milestones and we revel in the creativity and uniqueness of every event. Our passion and purpose: dedication to making people happy through creativity and collaboration, is the core of who we are. To be authentic, we're committed to embracing our team and fostering an environment of creativity and individuality.

At Catering by Design, we are dedicated to operating our business in a way that everyone feels welcome, accepted, safe, included, and worthy. Everyone – regardless of age, race, gender identity, sexual orientation, religion, and disability – is respected for their individualism and we cherish our differences. After all, our differences allow us to look at things with a diverse lens and by sharing our vision, we all grow together.

### *Event Production Manager - Catering and Events Services*

- Handle all event details once made definite by Event Designer
- Cultivate a creative and collaborative environment
- Partner with internal team members to ensure event success
- Ensure standards and ratios are sold and upheld
- Work with budgets of all levels
- Secure signed contracts, deposits and full event details
- Generate detailed event plans such as execution plans, timelines and diagrams
- Coordinate additional vendors such as rental providers, alcohol purveyors and entertainment
- 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

### **Benefits Package:**

- Salary
- Commission allocation
- Driving Allowance
- Health Reimbursements
- PTO/ Sick Leave

### **Benefits:**

- 401(k)
- 401(k) matching
- Dental Insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance