

# EVENT SERVICES MANAGER



## JOB OVERVIEW:

AREA15 is looking for a nice, dynamic, and versatile individual to join our team as the Event Services Manager. The Event Services Manager is responsible for managing all related services and details for corporate and private events at AREA15. This individual will ensure all activities performed within the related departments are in accordance with the company's business objectives, budget guidelines, mission statement and core service standards.

## RESPONSIBILITIES AND DUTIES:

- Initiates contact with the event client once a group is confirmed.
- Communicates with the client and internal, support departments to finalize details related to room set-up, food and beverage selections, production elements, décor, and any other requirements pertinent to the successful completion of the program.
- Works directly with the client to pitch upgraded features and benefits that will enhance the event and improve profitability for the venue.
- Manages the delivery and measurement of guest service within assigned department(s) consistent with the company's core service standards and brand attributes.
- Creates the Banquet Event Orders (BEO) and Social Tables diagrams as planned by the client.
- Promotes and maintains the highest level of customer service to the event planner and group from the time the file is received to the event itself to rebooking the event in the future.
- Participates in weekly meetings, communicating and delegating event specifics to responsible departments.
- Manages billing for clients and ensures final payments are completed as scheduled.
- Oversees all operational aspects at the event to ensure their smooth operation.
- Performs other job-related duties as assigned.
- Adhere to all property policies, procedures of AREA15

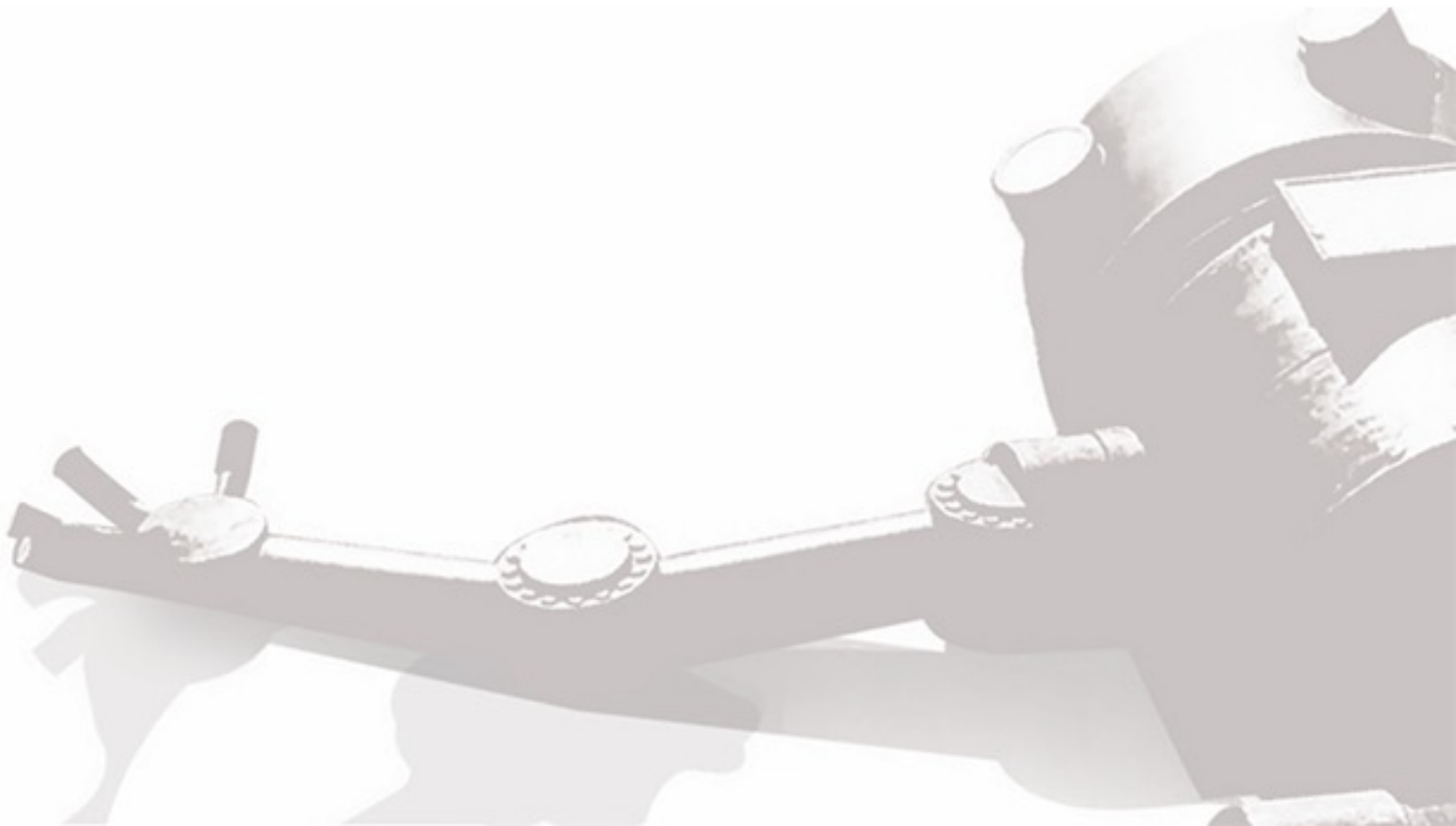


# EVENT SERVICES MANAGER



## QUALIFICATIONS & SKILLS

- Minimum of 5 years professional experience in sales, event management, operations, catering, and/or banquets with three years supervisory/management experience.
- High School diploma or equivalent. Bachelor's degree with an emphasis on hospitality, food/beverage, business administration or related field preferred.
- Team player, willing to do anything to get the job done.
- Strong written and verbal communication skills.
- Self-motivated with excellent organization skills and attention to detail.
- Working knowledge of catering sales systems such as Triple Seat preferred.
- Must be able to work in a very fast-paced environment, multi-task and prioritize, and collaborate closely with multiple business units.
- Ability to work a flexible schedule, including extended hours, weekends and holidays.
- Must be able to lift 25 lbs.
- Work in an environment that is subject to varying levels of noise, crowds, flashing lights and smoke.
- Must be able to stand, walk, bend and lift for extended periods of time.
- Must be proficient in the English language; additional language skills preferred.
- Must be authorized to work in the US.



# EVENT SERVICES MANAGER



## ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit [www.AREA15.com](http://www.AREA15.com) and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

**TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "EVENT SERVICES MANAGER" AS THE POSITION YOU ARE APPLYING FOR.**

