

ASSISTANT EVENT OPERATIONS MANAGER



JOB OVERVIEW:

If you've ever wanted to be part of an innovative business, to raise the standard of experiential entertainment and to create best practices for combining technology, art and commerce in exciting, unexpected ways - this is your chance!

AREA15's Assistant Event Operations Manager is an integral member of the management team for the brand-new location-based retail, amusement, events & entertainment, and food & beverage facility. The company seeks leadership to maintain a balance of creativity required to make AREA15 so special with the operational requirements of a business with multiple revenue streams and consumer offerings in both the physical and digital worlds. We strive to have an open-minded, inclusive, diverse and creative team of employees that come together every day to provide joy and delight for our guests, partners and co-workers. Our team members are spirited, seekers and tastemakers.

Ultimately, we expect each employee to personify AREA15 itself: Authentic. Engaged. Uninhibited. Welcoming. Visionary

RESPONSIBILITIES AND DUTIES:

- Have experience in a fast-paced, multi-function venue.
- Possess the ability to allocate both human and material resources creatively and efficiently, seeing the bigger picture as well as the finer details in a systematic organized approach
- Exhibit exceptional communication and interpersonal skills, dealing with many types of people at all levels in a direct diplomatic way to always achieve best results
- Be proficient in technology and business planning software to build financial projections and reports in a timely manner
- Demonstrate strong leadership skills, including effective time management and delegation
- Be comfortable participating in creative, entrepreneurial start-up environment, introducing new concepts and innovations
- Work closely with Senior Event Operations Manager and Director of Food & Beverage to deliver on all food & beverage needs for AREA15 related events.
- Works with Sales team to ensure BEO's are executed as contracted
- Works with various support teams across property to execute events (security, housekeeping, visitor services, warehouse, property ops, etc)
- Hires, trains and manages the bar, kitchen and back of house staff as required.
- Ensures all staff is trained on proper food preparation, proper and legal alcoholic beverage service, kitchen safety techniques and understanding of health standards.
- Sets daily and weekly work and cleaning schedules for bar, kitchen and back of house staff.

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RESPONSIBILITIES AND DUTIES:

- Working knowledge of POS, timekeeping software, and purchasing systems
- Manages inventory, COG's, labor, product mix, valid work cards, etc.
- Responsible for staff trainings, motivation, coachings, and disciplines
- Be able to clearly report financials to senior management and other AREA15 executives at regular intervals and upon request.
- Create and improve the existing policies and procedures for the events department
- Other duties as assigned.

QUALIFICATIONS & SKILLS

- Making decisions and solving problems in a fast-paced environment
- Resolving conflicts and negotiating with others
- Financial analysis, basic accounting knowledge
- Must be organized and detail oriented when dealing with food standards, costs, safety, creating work schedules, shipments, cleaning schedules, etc.
- Working knowledge of SNHD guidelines and requirements
- Establishing and maintaining interpersonal relationships
- Valid Health & Alcohol Awareness Cards
- Experience in developing and building teams
- Degree from accredited four-year institution preferred
- 3-5 years experience in high volume food & beverage operations
- Ability to work varied shifts, including weekends and holidays.
- Must be able to lift 25lbs
- 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 U.S



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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 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 "ASSISTANT EVENTS OPERATION MANAGER" AS THE POSITION YOU ARE APPLYING FOR.

