



## **EVENT ASSISTANT**

Schedule: Full-Time/Hourly

Department: Administration

Salary Range: Based on Experience

Benefits: 401K, Paid Sick Days, Vacation Time, Commission, Health, and Dental Insurance

### **General Purpose**

An Event Assistant is responsible for assisting with the planning and execution of events at their designated venue, in addition to providing support to the Venue & Event Manager with regards to venue operations, venue rentals and catering sales.

### **Essential Duties and Responsibilities**

Uphold the high standards of 24 Carrots' handbook and policies

Uphold 24 Carrots core values: Collaboration, Trustworthy, Dedication, and Service Excellence

Assist with sales, planning and on-site event management from initial inquiry through event execution and completion, as needed

Provide excellent customer service to clients, assisting as needed from initial inquiry through menu and event development during the proposal and negotiations stage, and continuing through the venue booking, planning process, day-of at their event, and following the event ensuring customer satisfaction

Work with clients to gather all necessary information to ensure event setup & execution details are accurate and all information is efficiently communicated to the staff

Communicate and distribute all event information to appropriate internal staff and managers, working directly with all other departments to ensure all event details are accounted for

Manage outsourced vendor services for events, including placing/confirming orders, communicating event details, directing on-site as needed, and processing invoices in a timely manner

Attend and manage on-site execution of events from venue opening, installation, delivery and setup through dinner service, and on occasion through to event conclusion as needed

Assist with daily facility operations, cleaning, and maintenance

Assist with maintaining positive relations with the surrounding community by adhering to all city policies and established venue processes and procedures, ensuring we remain neighborly and in good standing with the city and community

## **Qualifications**

Professional, enthusiastic, responsible, and dependable team player

Highly organized with meticulous attention to detail

Can work well under pressure

Exceptional customer service skills

High level of personal hygiene

Current California Food Handler's card required

## **Education and/or Experience**

College degree in Business Administration, Marketing, Management, Hospitality or another business-related field. Bachelor's degree preferred.

Minimum 2 years of experience within the hospitality industry.

Basic knowledge of catering, event coordination and operations, including pre-event planning, vendor management, on-site logistics and event execution.

## **Physical Demands**

While performing the duties of this job, the employee is frequently required to sit; walk; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

Please email resume and cover letter to [careers@24carrots.com](mailto:careers@24carrots.com)