

Event Supervisor

Loveless Events

In the performance of their respective tasks and duties all employees are expected to demonstrate to the following:

- Be a confident leader, able to multitask and adjust to last minute changes
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, guests and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees.

Position purpose

The Event Supervisor will oversee the execution of events for Loveless Events, carrying out the details and plans described in the Banquet Event Order. They will act as the venue representative, liaison for the client and leader of the front of house staff. They will demonstrate excellent communication skills with team members, have a superb work ethic and confident demeanor.

Responsibilities/Duties/Functions/Tasks

- Lead the execution of events in the Loveless Barn, Harpeth Room or offsite location.
- Carry out the details of the Banquet Event Order
- Organize and assign serving staff to jobs needed to execute event
- Develop and train employees to equip them with the skills needed to be successful
- Anticipate client needs and accommodate as needed
- Maintain and organize all event and storage spaces
- Take initiative on projects that improve event processes and better the staff skill set
- Uphold the rules, regulations and policies set forth by Loveless Events
- Protect the various licenses held by Loveless Events
- Pack and load vans for offsite events

Qualifications

- Previous experience managing employees
- Previous Banquet Service and/or Event Venue experience a plus
- Excellent oral, reading and written communication skills, including the use of email.

- Superior work ethic with a positive attitude

Special Position Requirements

- Valid Tennessee Driver's License
- Must have availability to work a changing schedule
- Will work nights, holidays and weekends
- Must have reliable form of transportation

Preferences

- ABC Certified a plus
- Serve Safe Certified a plus
- Knowledge of Food and Beverage Software—Point of Sale system
- Creative, highly motivated, eager, and enthusiastic while implementing company policies, standards, programs and procedures
- Willing to be hands-on with staff and operations and be willing to work event-based hours that include evenings and weekends
- Ability to work in a diverse environment with focus on client and customer services is essential to success in this role
- Supportive team player

Work Requirements

- Must be able to lift 50lbs
- Must be able to work in non-climate controlled environments.

Pay Range

- Dependent on experience