



# HOLLY HEDGE ESTATE

## **Position Title:**

Event Manager, Full-Time Salaried

## **Job Description:**

We are an industry leading wedding and private events venue in historic Bucks County, Pennsylvania and we are seeking an intelligent, hardworking event professional with management experience. We are located in New Hope, just 5 minutes from downtown on 20+ gorgeous acres of an historic 18<sup>th</sup> Century Farm. Our family-owned and operated business conducts over 100 weddings and 30 private events per year on average, serving more than 10,000 customers per year. This fast-paced, exciting position allows for continued professional development for a career party planner, hospitality manager, or other service industry professional. The position is part of a 3 person event coordination and management team and reports directly to the General Manager and Owner.

Responsibilities include executing events and weddings on schedule and on budget, managing all staff during events, scheduling and overseeing all event staff and work with ownership on event staff compensation/retention/training plans, liaising with kitchen staff and other event coordinators during events and in preparation for events, managing small stock and inventory items (mostly for bar service) related to event execution, acting as front of house representative during all events for client, troubleshooting problems as they arise during events. Typical work week is 4-5 days, with event execution consisting of 3 days per week with 1-2 days dedicated to office and administrative work. Hours range from 30-40 per week. Position requires evening and weekends throughout the year.

The ideal candidate has at least 3-5 years working experience, and 2 years of restaurant or party management experience. Candidate must have worked either front or back of house for catering or restaurant operations, and must be comfortable with customer services. We are looking for a highly motivated, responsible and organized professional who is capable of leading a team, ensuring high quality customer service, working with other management to streamline and develop effective work processes, and who is passionate about event management. Bachelor's or Associate's Degree is highly recommended. Knowledge of Spanish or other language is a plus.

## **Compensation:**

- Competitive Salary Based on Salary History, with
- Full Bonus and Gratuity Pay
- 401(K) Eligibility
- HealthCare Stipend
- Two weeks paid vacation
- Relocation assistance may be available

## **Application Requirement:**

Please send a resume and cover letter to [events@hollyhedge.com](mailto:events@hollyhedge.com). Please include references or recommendations. Only qualified candidates will be contacted for follow up interview. Looking to hire immediately.