



## **Private Events Specialist, Sales & Catering Job Description**

**Date:** April 2025

**Status:** Non-Exempt

**Reporting Supervisor:** Private Events Manager

### **Position Overview:**

The Private Events Specialist, Sales & Catering is a regular full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon recommendation of the Events Director and Private Events Manager. They are responsible for overseeing the sales and planning process of the department.

### **Essential Duties and Responsibilities:**

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion, and belonging.
3. Actively manage the event planning staff and daily operation/procedures of the department.
4. Ensure client satisfaction.
5. Work with the Manager of Rental Services to understand department goals and help drive the business.
6. Show and sell rental sites to potential clients; upsell when possible (add a reception with a wedding, add chairs, etc.).
7. Maintain up to date knowledge and information about Stan Hywet's services and events.
8. Attend regular meetings with rentals and operational staff to discuss and communicate issues regarding upcoming events.
9. Work with and provide information to the Hospitality and Event Coordinators with training and related policies and procedures.
10. Partner with the team to ensure timelines, floor plans, methods of execution, logistics, event staffing plans and services/vendors are properly coordinated.
11. Ensure rental parties and vendors are abiding by the signed contract.
12. Assist with RFQ (Request for Qualification) process for preferred caterers.
13. Establish and maintain rep and vendor relationships.
14. Provide event management for internal events and development events, including planning assistance as needed.
15. Communicate rental changes/needs with other departments as required.
16. Participate in required public events.
17. Other duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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1. Should have the ability to work with staff and the public maintaining a high standard of professionalism.
2. Excellent human relation skills with the ability to relate to persons of all ages and of diverse backgrounds, skills and abilities.
3. Knowledge of financial management and accountability required.
4. Should be very organized and work efficiently with particular attention to detail and deadlines.
5. Must have a valid Ohio Driver's License.
6. Flexible work schedule.

### **Education and/or Experience:**

1. A minimum of a high school diploma, or equivalent, is highly desirable.
2. 3-5 years' work experience in related field required.
3. Supervisory experience and work in event/wedding management a plus.
4. Computer literacy, including familiarity with Microsoft Word and Excel.

### **Usual and Customary Expectations:**

1. Should expect to spend prolonged time sitting, walking and standing daily and to facilitate events indoors and outdoors regardless of inclement weather.
2. Able to move 30-50 pounds.
3. Some non-traditional hours required.

Acknowledgement:

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Employee's Signature

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Date

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Authorized Signature

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Date