

# Inn at Pleasant Lake / the New London Inn

*Join Our Team!! - We're Ramping Up for our Best Event Year Ever!*

*Position: Event Director – Inn at Pleasant Lake / New London Inn*

## Exceptional Team Environment:

- Passion for providing guests with memorable experiences
- Collaborative, open to new ideas, like to have fun
- Value family and friendships and it shows in our work environment

Job Brief: Seeking enthusiastic Event Director to lead our thriving event business, full-time or part-time

- Planning and design through execution
- Weddings, Business Conferences, Private Social Occasions
- Outstanding customer service with the highest quality product
- Passionate about hospitality, detail oriented, and highly creative
- Excellent communication skills while overseeing the big picture
- Multi-venue capability at the #1 rated organization

## Responsibilities Overview:

- Planning – Communication, coordination, logistics, budget
  - Engage with clients to accurately identify needs, set and manage expectations, and ensure satisfaction
  - Plan all aspects of events, while staying within budget and time limits
  - Communicate any problems that arise in a transparent manner with clients and our team
  - Maintain effective working relationships with vendors
- Execution – Deliver flawlessly
  - Ensure items are ordered on time and arrive as expected (Food, bev, flowers, rentals, equipment)
  - Create a relaxing, “no worries” mood to maintain a calm, confident atmosphere
  - Oversee events on the day of, including problem-solving, welcoming guests, directing event set-up, parking, communicating with staff, and organizing vendors
- Ensure Guest Happiness
  - Effectively guide client decisions and be clear about constraints, limits and policies
  - Secure 5-star ratings with each event

## Key Characteristics for Success:

- Superior customer service skills and a genuine passion for hospitality
- Ability to stay calm under pressure, anticipate and solve problems
- Excellent communication skills, both verbal and written
- Strong organizational skills including attention to detail and ability to manage multiple projects independently
- Responsiveness and a sense of urgency when interacting with potential clients

Compensation Structure: Competitive Compensation based on candidate skills, flexible hours and location

***If you want to join a fun team where you are appreciated, and your talents are used to provide the best experience possible to make people happy, we look forward to hearing from you!***