



MANAGER OF EVENTS & CATERING

Full Job Description:

This position will also be responsible for training the Taxman's events team members and will assist with managing the day-to-day onsite execution of events at all Taxman restaurants as well as events for the brewing company. This position will work with the restaurant General Managers and Front of House Managers in order to ensure that the restaurant teams understand the event proposals, the timing of key event deliverables and are properly staff in order to ensure that events are seamlessly executed. This position will work directly with the Chief Operating Officer (COO) and Director of Events to formulate strategies to maximize annual revenue in Taxman's private event spaces and enhance the overall private event guest experience.

This position will be responsible for managing all aspects of offsite catering and events including, staffing the events, coordinating delivery of food & alcohol for events, event setup and teardown and event preplanning and day of execution.

This position will work directly with Taxman's executive team to create a marketing plan for the event spaces and increase private event revenue. Key revenue driving activities include: building relationships with community partners, attending offsite marketing events, participating in trade shows, planning and executing VIP programs and serving as a liaison to corporate partners, hotels partners and other key accounts.

Other responsibilities include: assisting with private event booking requests, assist with managing offsite events, assist with event space setup and tear down, keeping the event calendar up-to-date, placing deposits for events, participating in weekly meetings with the restaurant management teams to new staff onboarding and training programs and determining staffing levels for events. This position will also assist with developing the training program for new restaurant concepts, training the FOH team for restaurant openings and will generally be onsite to support new restaurant openings. From time to time this position will manage shifts in the restaurants when primary restaurant management is on vacation or when there is a management vacancy.

310 South Delaware St, Indianapolis, IN 46204



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Key Responsibilities:

- Restaurant Event Management: Responsible for ensuring that private events adhere to client expectations and timeline, staff are properly trained and prepared for the private event, and pertinent information is communicated to the kitchen team in advance of the event.
- Restaurant Event Staffing: Responsible for communicating event staffing needs to restaurant management to ensure all events are adequately staffed. This position is responsible for making recommendations to the FOH managers as it relates to staff trained to work private events.
- Restaurant Event Coordination: Coordinate private events from start to finish, including meeting with customers interested in booking private events to show the space, collecting event deposits, finalizing bar/food menu selections, and being on site the date of the event as the customer liaison.
- Catering Event Coordination: Assist with management of the offsite event catering calendar, assist with the assignment of staff for outside events, day of event executing and prepare necessary event paperwork (alcohol permits, temporary food permits, etc.)

Work Schedule: Typically requires 50-hour work week including nights and weekends.

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year

Benefits:

- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Health savings account
- Paid time off
- Vision insurance

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