

#SLCCWhistler



## Position Description

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| <b>Title:</b>        | <b>Event Manager</b>   |
| <b>Reporting to:</b> | Executive Director   |
| <b>Overview:</b>     | The Event Manager is responsible for overseeing the execution of events from the beginning to end, showcasing Indigenous Culture and the beautiful venue at the SLCC. Using your leadership skills, in collaboration with the Event Supervisor, you will manage the event team to provide a seamless experience for guests, clients and partners. The Event Manager will be a problem solver, who can perform in a fast-paced, flexible environment. You will support the leadership team in communicating the needs of the client to create the best experience possible. |
| <b>About SLCC:</b>   | <p>The Squamish Lil'wat Cultural Centre (SLCC), where mountains, rivers and people meet, embodies the spirit of partnership between two unique Nations who wish to preserve, grow and share our traditional cultures.</p> <p>The vision of the SLCC is to share our cultural knowledge to inspire understanding and respect amongst all people.</p>  |

### What we are counting on you for (deliverables and expectations):

#### Operations

- Maintain a professional and welcoming environment while servicing guests or clients in person, on the phone or via email.
- Create the event team schedule using information from the Banquet Event Order (BEO) and communicate to the Operations Manager.



- Plan, facilitate and evaluate each event; including set up, liaison with Executive Chef to execute food and beverage delivery, manage the event team, liaison with partners if required and timely tear down.
- Manage and control event inventory including event products and equipment to ensure products are available for each event.
- Oversee all liquor applications and bar service for events that request alcoholic beverages. This includes, weekly liquor store orders, picking up liquor orders, correct handling of liquor orders, liquor reconciliation post event and maintaining monthly liquor inventory.
- Meet clients or partners event set up specifications by delegating to the event team.
- Work collaboratively with the leadership team to support event execution.
- Collaborate and support the Sales Manager, Executive Chef and Operations Manager to plan, promote and activate events for business partners and clients.
- Assist the Finance Manager with budget and expenditures.
- Follow all SLCC policies and procedures.
- Familiar with Public Health Officer orders around Covid-19.

#### **Leadership**

- Manage a strong event team that may include contract servers/bartenders from time to time.
- Mentor and support the Event Supervisor.
- Organize and facilitate meetings to review BEO and Triple Seat with the leadership team.
- Work with event planners, guests and partners to ensure a professional event that exceeds expectations. Communicate needs to the event team as needed.

#### **Every Member of the SLCC Team**

- One the best things about the SLCC is our small, close-knit team. While the above expectations are the majority of this role, it is expected that all team members will come together to help each other out, outside the boundaries of their job description.
- Lives the SLCC values of Passion, Empowerment, Collaboration and Equality
  - Passion: Has a voice in sharing the pride of cultures; creates a sense of connection and belonging; and brings a sense of humour.
  - Empowerment: Takes ownership and follows up; trusts self and each other; and openly ready to learn and grow through successes and mistakes.
  - Collaboration: Works closely with team towards a common goal; acknowledges differences and draws on each other's strengths; and shares own perspective while also being curious about other's perspectives.
  - Equality: We treat others as we would like to be treated, with fairness and respect.



## What you will bring to our team (experience and attributes):

### Attributes

- Sound time management, delegation and organizational skills.
- Exceptional oral and written communication skills.
- Ability to problem solve and multi-task to create results.
- High energy level that matches a fast-paced environment.
- Build and maintain strong working relationships. Is respectful and takes into consideration all unique perspectives.
- Approachable and professional manner with a positive attitude.
- Passion for people, tourism and service.

### Experience and Education

- Experience or interest in Indigenous Culture and hospitality is an asset.
- 2-3 years experience in the hospitality industry; specifically, events or banquets.
- Previous experience managing a team is an asset.
- Able to work a varied and flexible schedule that may including evenings, weekends and mornings.
- Good working knowledge of Microsoft Office, email and internet.
- Familiar with Triple Seat software and BEO would be an asset.
- Able to stand for long periods and lift up to 30 pounds.
- Clear criminal background check.

### Application and Selection Process:

- Please apply by sending your cover letter and resume to [human.resources@slcc.ca](mailto:human.resources@slcc.ca) by September 25, 2022.
- If you are selected for an interview, there may be multiple steps in our selection. We are committed to diversity, equity and inclusion for all people and hire using these principals.

