

# CHEAKAMUS CENTRE

nature is in session

## **EVENT & BANQUET MANAGER**

### **OVERVIEW**

Cheakamus Centre is located in Brackendale BC, just located just North of Squamish and sits on a 165-ha ecological preserve primarily focused on experiential and indigenous education. The sales and events team operate year-round with facility rental proceeds directly supporting Cheakamus Centre's conservation activities and educational programs.

The Event & Banquet Manager is responsible for all on and off-site Food & Beverage Events. This position works closely with the operating and programming departments to execute the facility's varied services and fulfilling guest expectations. The EBM is responsible for managing all banquet & special events staff, administrative duties, operational duties and most importantly, to create an incredible experience for all Cheakamus Centre guests. The Event & Banquet Manager will need to have a flexible schedule which includes day/night shifts, weekend duties and potentially overnight supervision.

### **PRIMARY DUTIES AND RESPONSIBILITIES WILL INCLUDE BUT NOT LIMITED TO:**

- Work with all clients from proposal to final invoice, including all confirmations, logistics, and staffing
- Responsible for developing Food & Beverage teams, training plans, manuals, schedules, task lists, etc to support all food and beverage services according to Cheakamus Centre standards
- Work with all Banquet & Event clients following Cheakamus Centre standards
- Work with the Sales Manager to maximize financial opportunities and foster business growth
- Responsible for administrative duties such as payroll, procedure updates, manual audits, menu development, etc. as they relate to food and beverage operations
- Produce & distribute all event orders ensuring effective delivery of customer expectations to food & beverage department, maintenance department and programming department
- Assist with site tours with prospective clients following Cheakamus Centre standards
- Responsible to create reports for monthly, quarterly and annual meetings
- Assist the Sales Manager and accounting departments with invoice information and other related documentation
- Ensure prompt and courteous service to exceed the clients' expectations
- Attend and represent Cheakamus Centre at industry trade shows and other promotional events as required
- Attend, participate and take minutes at regular Cheakamus Centre team meetings
- Act as key onsite contact for event suppliers and catering related contractors
- Responsible for the order and pick-up of liquor/beer/wine, office supplies, soda/juices and other required supplies for events and banquets as necessary

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## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 2 years experience in an event planning role with a preference for on and off-site catering
- Experience with basic design software or CRM systems valuable
- Excellent computer skills
- Excellent communication and service skills
- Demonstrated ability to work in fast paced environment
- Demonstrated multi-tasking skills
- Demonstrated ability to work autonomously as well as the leadership skills to develop a team.

## **JOB LOCATION**

Cheakamus Centre, Brackendale, BC.

[www.cheakamuscentre.ca](http://www.cheakamuscentre.ca)

## **COMPENSATION**

\$55,000 - \$60,000 based on experience.

In addition to salary, we offer extended benefits and discounts with Listel properties in Whistler and Vancouver.

## **JOB TERM**

Full-time

## **APPLICATION DEADLINE**

Until filled

## **APPLICATION PROCESS**

Please email a cover letter stating why you are the best person for this opportunity and how you would be a great addition to our team, along with your resume to: [jason@cheakamuscentre.ca](mailto:jason@cheakamuscentre.ca)

Please include 'Event & Banquet Manager' in the subject line of your email.

We thank you for your interest in employment with Cheakamus Centre. Please note that only those selected for an interview will be contacted.