



Our Mission: *Feel like family while you're our guest.*

Job Title: Event Director	FLSA Status: Salaried, Full-Time
Department: Management	Pay Rate: \$80,000-\$85,000/year
Reports To: Managing Partner/Owner	Location: Yellowhawk Resort

Summary: Responsible for the planning, organizing and coordination of private and promotional events. Creates daily, weekly, monthly, quarterly and annual events in coordination with the F&B Team. Provides the highest quality service to guests in accordance with company policies and objectives, to strive towards guest satisfaction, positive employee relations, and profitability.

Essential Duties and Responsibilities:

- Prepare contracts for guests, service providers and suppliers for events at all Denim Hospitality Walla Walla locations (Yellowhawk Resort, Walla Walla Steak Co. and Crossbuck Brewing, T-Post Tavern).
- Plan and develop menus and services according to customer requirements, in coordination with F&B Team.
- Stays abreast of current market trends by attending community and industry events.
- Control inventories of private event equipment, order supplies and rentals needed to ensure quality and timely delivery of services.
- Conduct guest food and beverage menu tasting meetings in unison with F&B Team.
- Create quarterly and annual event sales goals and initiatives to support those goals (networking, prospecting, etc.).
- Serve as a role model when interacting with employees by maintaining a positive, upbeat, and energetic attitude and appearance, taking a proactive approach to teamwork and problem-solving.
- This position may manage on-site or off-site events as directed by the General Manager if business levels deem necessary, creating some weekend and evening obligations.

*Please note that prior to extending job offer, our top candidate will be asked to complete and pass background check**

Benefits:

- Competitive wages
- Growth potential
- Ongoing education
- Family meals
- In-house account
- Medical
- Dental
- Voluntary Vision
- Employee Assistance Program (EAP) (all employees)
- 10 days Paid Time off, 1st year of employment
- 401k company match (one year of service, age 21)