

Position Title: Event Director

Reports to: Branch Manager, Vice President, & President

Department: Sales



CAREER OPPORTUNITY: EVENT DIRECTOR

Town & Country Event Rentals is seeking a results oriented, energetic professional to direct and organize distinctive events in Southern California and beyond!

Town & Country offers a competitive salary and benefits package.

If you have what it takes to join an award winning industry leader in event and party rentals, please e-mail your resume and professional references to employment@tacer.biz

Job Summary: An Event Director is responsible for planning and overseeing multiple events (often complicated, large in scale, and occurring simultaneously) as well as providing exceptional customer service from start to finish.

DUTIES AND RESPONSIBILITIES

- Identify and gain potential clients through networking and consultations
- Arrange business meetings and travel for site inspections
- Prepare site diagrams, event plans, and other layouts using various programs and tools
- Develop and maintain long term client relationships
- Be involved in the creative and production aspects for each event
- Persuasively present new inventory to clients
- Prepare quotes and accurately generate and review orders with a Sales Assistant
- Set, communicate and maintain timelines for each event
- Organize the delivery, installation, strike and pick up for each event with the Dispatch Department
- Manage on-site crews to adhere to the policies and procedures of Town & Country as well as applicable state and federal laws (e.g. safe practices, rest and meal periods, etc.)
- Motivate on-site crews to focus on client satisfaction and safety
- Delegate tasks to the crews and routinely follow up with them
- Anticipate and solve problems with timely, safe, and practical solutions
- Maintain current company information (e.g. inventory and policies & procedures)
- Maintain and report accurate sales records (e.g. client information, applicable expenses and credits)
- Attend required Town & Country meetings and trainings
- Attend professional & industry events as required
- Perform other related duties as required

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Rev. March 8, 2016

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EXPERIENCE

Minimum of two years of professional experience as an Event Director

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of rental inventory (tenting, tables, glassware, dishware, flatware, linens, etc.)
- Knowledge of structure installation and electrical requirements for off-site locations
- Knowledge of ordinances, restrictions, & permit requirements set by the city, county, & state
- Working knowledge in Computer Aided-Design (CAD) a definite plus
- Maintain effective professional communication with clients, third parties, and Town & Country employees through all mediums (e.g. face-to-face interactions, videoconference, phone, email)
- Proficient in using Microsoft Office especially Outlook, Excel, and Word
- Ability to create and communicate polished sale presentations
- Ability to adapt quickly and lead crews in a dynamic and fast paced environment
- Must be a self-starter, independently prioritizing and completing objectives with minimal supervision and by set deadlines
- Must be extremely organized and detail oriented

REQUIREMENTS

- Meet or exceed required monthly, quarterly, and annual sales objectives as well as goals set by Management
- Due to the nature of the event industry, availability to work extended work days, weekends, and holidays is necessary
- Must be able to successfully pass a criminal background check
- Reliable personal transportation with current vehicle registration and insurance will be required
- Must be able to pass a review of personal driving history

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