

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)
630 Second Avenue, New York, N.Y. 10016 | 212.686.0710 | www.armenianchurch.us

Job Description

Position Title: Event Hall Manager.

Full Job Description: We are seeking a driven, gregarious Event Manager to oversee our halls and events. The ideal candidate will engage new clients, produce compelling and well-organized events, and supervise a well-organized back of house operation. The candidate must be self-motivated and enthusiastic, with an understanding of managing all aspects of an event business, to include: building a deep, profitable client base with the ability to bring in new business, responsibility to an annual budget, ability to develop and execute events from start to finish including supervision of staff. Strong organizational skills and an outgoing personality are a must. Ability to secure dependable third party providers is essential. An understanding of marketing techniques that will restore and increase our client base above pre-COVID volume is critical. The Event manager serves as our project manager as well as event host and marketing expert.

Job Details:

- Full time.
- Salary competitive, with potential for salary and bonus structure.

Qualifications:

- Minimum 5 years of successful banquet and event, customer service experience.

Responsibilities:

- Participate in the financial planning process and achieve volume and profitability goals.
- Restore previous clients while bringing in new, highly desirable as well.
- Build a compelling marketing strategy to attract new business. Attend trade shows and other events that will provide new leads. Bring your current network to the table to help grow our current base.
- Maintain a monthly and annual calendar that maximizes our facility's potential.
- Successfully source all suppliers.
- Coordinate operations and personnel before, during and after each event. Supervise staff, rolling up own sleeves and pitching in when needed. Hiring when an event requires, in conjunction with Director.
- Ensure events run smoothly and customers are not only satisfied but delighted.
- Communicate closely and consistently with management.

Required Skills:

- Proven success as an Event manager and revenue generator.
- Outstanding communication skills are critical.
- Ability to multi-task, with excellent organizational skills.
- Strong customer service and communication orientation.
- Similar applicable marketing experience in previous positions.
- Confident both as leader and participant as needed.
- Five years previous experience in event management.
- MS Office capability.

Location: 630 Second Avenue, New York, NY 10016.

This position reports to the Director of Administration of the Armenian Diocese (Eastern) of New York.

Please submit inquiries and résumé to:

Michele Berjerac
Director of Administration
Diocese of the Armenian Church of America (Eastern)
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