

Now Hiring: Assistant General Manager

Prairie Winds Event Center, located in Orange City, IA, seeks a full-time candidate to perform the everyday activities of the event center. This position will report to the General Manager.

Duties include but are not limited to:

- *Managing events and event staff to make sure events run smoothly and exceed expectations*
- *Oversee the set-up/tear-down of tables, chairs, and/or other equipment for each event*
- *Assist with the managing of social media platforms and website updates*
- *Leading venue tours to all prospective clients*
- *Create floor plans/timelines and organize all details for events with clientele*
- *Contacting event-related vendors to work out details for specific events*
- *General clerical duties*
- *Cleaning and organizing of facility*
- *Maintain facility and property upkeep*
- *Assisting with all A/V set-up and questions*

Knowledge, Skills, & Abilities:

- *Exceptional customer service and communication skills*
- *Highly organized, hard-working, and responsible*
- *Willingness to work nights, weekends, and/or irregular hours*
- *Willingness to learn and able to handle various situations*
- *Ability to work under pressure in a fast-paced environment*
- *Ability to work independently and as a team to achieve business goals*
- *Ability to manage crowds ranging from 1-400 guests*
- *Ability to lift 10-15lbs+ and work on your feet for extended periods of time*
- *General working knowledge of audio/visual technology and computers (PC, Mac, etc.)*
- *General working knowledge of social media platforms (Facebook, Instagram, Pinterest, etc.)*
- *Creative mind, an eye for detail, and ability to always think one step ahead*

Qualifications:

- *Minimum of 1-2 years working in a hospitality environment*
- *High School Diploma*
- *College degree in event management, hospitality, public relations, or marketing (preferred but not required)*
- *Previous customer service experience*

If you are ready for a new and exciting opportunity to work in a fast-paced, always changing business, apply today!

Deadline: March 31st, 2019

Send resume to:

*Wesley Ruden (General Manager)
908 8th St. SE
Orange City, Iowa 51041*

Or email: events@orangecityiowa.com

