

MODIST BREWING CO.

MINNEAPOLIS  MINNESOTA

Position:	Venue Manager
Reports To:	General Manager
Status:	Full-Time / Exempt / Salary
Pay:	\$40K - \$50K +Commission

ABOUT MODIST:

Modist Brewing Co. is a fast growing taproom and production brewery located in the North Loop neighborhood of Minneapolis. At Modist, our aim is to create new beer and a new beer experience. We push past traditional brewing by embracing creativity and unconstrained experimentation and echo that by creating an experience that showcases our innovative spirit.

JOB OVERVIEW:

The Private Events Manager will handle all facets of booking private events. This person will be responsible for all things related to private events. The responsibilities include sourcing private event leads, event space marketing, as well as the sales and oversight of private event execution. The ideal candidate will be good at fostering vendor and customer relationships in order to make memorable experiences happen.

GENERAL MODIST REQUIREMENTS:

Modist Brewing is an inclusive and safe community and expects all employees and prospective new hires to exhibit the following qualities:

- Treat every individual with respect and facilitate a safe and welcoming environment for all employees and customers
- Be responsible and self driven, conducting oneself with dignity and self respect
- Be an ambassador for Modist, all Modist brands, and act as a steward for the Minnesota brewing community
- Prioritizes safety and insist that team members follow safety protocols and best practices to ensure a safe work environment for all employees

(cont.)

KEY DUTIES & RESPONSIBILITIES:

- Create a private events sales strategy to achieve quarterly and annual sales goals
- Responsible for creating and executing private events space marketing strategy in collaboration with Marketing Team
- Maintains or exceeds budgeted sales goals and profits in all event areas
- Field event inquiries and respond in a timely manner
- Host meetings with potential event guests to tour the space
- Formalize the systems, pricing, policies, and procedures for the execution of various tiers of events with oversight from General Manager
- Negotiate terms, fees, and write contracts for each event with potential clients and vendors
- Partner with General Manager and Assistant General Manager to organize facilities and manage all event details including coordinating event staff, managing vendors on site (if used), and execution of the predetermined schedule of events
- Collect data pre- and post- events to better inform decisions and report to General Manager
- Work closely with all Modist departments while creating strong, positive relationships
- Maintain communication throughout the company about upcoming events
- Ensure compliance with all state and local regulatory requirements
- Partner with General Manager to manage the upkeep of private events space

SKILLS REQUIRED:

- Excellent written and verbal communication skills
- Must be highly proficient in event sales, booking, and planning
- Experience with event booking software, TripleSeat experience preferred but not required
- Must be self-motivated and willing to take initiative
- Results oriented mindset
- Strong proactive communication skills
- Strong organizational skills with the ability to multitask on a wide array of projects and tasks
- Customer service focused with the ability to understand and collaborate effectively with specific guest requests
- Working knowledge of Google Suite, and POS systems
- Ability to work a flexible schedule including holidays, evenings and weekends
- Ability to form positive vendor & customer relationships
- Team oriented, pleasant personality
- Highly creative with an ability to thrive in a fast-paced, high volume environment

PHYSICAL REQUIREMENTS:

- Ability to lift and/or move up to 55 pounds (tables, chairs, etc.) safely and occasionally maneuver 165 lb. kegs. w/ help from a dolly
- Work on your feet in a physically demanding environment for up to 8 hours a shift
- Ability to sit and/or stand for up to 8 hours per day

MODIST BREWING CO.



Work Agreement

Modist Brewing Co. - Events Manager
Full-time, Salary Position, Exempt Employee

I have read and understand the job requirements for the Events Manager position.

I, _____, am accepting this job with full knowledge of these job requirements, as well as, the knowledge that there will be duties and functions that I perform that are not listed on this job description. I will continue to be proactive with my position here at Modist Brewing Co. and constantly look for ways to improve and excel within my position.

_____ agrees to an hourly pay rate of \$_____. Employee may also be eligible for the Modist Brewing Co. benefits package, see handbook. This position may also partake in employment of other positions at Modist Brewing Co. for hourly pay, and a share of shift tips if applicable. Employee's direct supervisor must approve all overtime prior to working those hours or accepting a shift that will put you into overtime.

Employee agrees that Modist Brewing Co. information – including, but not limited to internal documents, policies, procedures, vendor lists, recipes, brewing practices, and customer information are considered confidential and under no circumstances will be shared or distributed outside of the company during or after employment with Modist Brewing Co.

This is not a contract for employment. This position is an at-will position, meaning the employee or employer may sever the relationship at any time for any reason, with or without notice and with or without cause. Modist Brewing Co. is an equal opportunity employer.

Employee Signature

Date

Employer Signature

Date