



EVENT MANAGER

We are looking for an outgoing, organized, and driven individual to fill an **Event Manager** position at Tap & Barrel Restaurants Head Office.

As our Event Manager, you will be responsible for building relationships within the community and booking out all Tap & Barrel and TAPshack event spaces.

RESPONSIBILITIES

- Driving sales through networking
- First point of contact for all private and group dining inquiries
- First point of contact for Concierges
- Coordinate with location Reservations Managers on set-up, staffing requirements, menus, and rentals for private bookings
- Coordinate and setup photoshoots for private dining spaces
- Set-up of floor plan configurations for each space
- Coordinate external company events to showcase our spaces
- Routine meetings with location Reservations Managers, Chefs, and General Managers
- Format custom menus, tent cards, and event signage for private bookings
- Send follow-up communication and 'thank you cards' for all private dining bookings

SKILLS & QUALIFICATIONS

- Proficient in Microsoft Office
- Excellent interpersonal and communication skills, both verbal and written
- Prompt and efficient communication
- Creative thinker
- Very strong organizational skills
- Adaptable, punctual, and able to learn quickly
- Willing to work flexible hours
- Mobile (required to travel to all locations regularly)
- Experience working in restaurant operations
- Excellent interpersonal and communication skills, both written and verbal
- Experience working in restaurant operations
- Demonstrates business professionalism, respect for confidentiality and appropriate handling of sensitive information
- Proven ability to work in a team environment
- Proactive approach to decision making and ability to exercise sound judgment
- Passionate about the Tap & Barrel Restaurants brand

HOW TO APPLY

Please email your cover letter and resume to Emilie at elok@tapandbarrel.com with **Application – Event Manager** in the subject line. Application deadline is **Wednesday, June 21**. The start date for this role is flexible and based on current location needs.