



## Carpathia Club- Event Manager Job Description

<b>Job Title:</b>	Event Manager	<b>Working Hours:</b>	Thursday, Friday (Noon-8PM), Saturday/Sunday (8 hours as needed for events), and as mutually agreed between Hall Manager and Event Manager
<b>Location:</b>	Sterling Heights, MI	<b>Travel Required:</b>	Very Limited
<b>Level/Salary Range:</b>	\$31,500 per year (Thursday-Sunday) (OT over 40 hours)	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Hall Manager	<b>Date Posted:</b>	9/10/2021
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	12/31/2021
<b>Organization website:</b>	www.carpathiaclub.com		

### Applications Accepted By:

#### EMAIL:

carpathiaclub@comcast.net  
Subject Line: Event Manager Position

#### MAIL:

Carpathia Club  
38000 Utica Road  
Sterling Heights, MI 48312

### Job Description

#### OVERVIEW OF THE CARPATHIA CLUB

FROM CHOIR TO MORE

CARPATHIA CLUB IS A NOT-FOR-PROFIT CULTURAL ORGANIZATION ESTABLISHED IN 1913.

STARTED AS THE CARPATHIA CHOIR (CARPATHIA SINGING SOCIETY), THE CLUB HAS GROWN TO INCLUDE A VARIETY OF INTERESTS INCLUDING DANCE GROUPS, SOCCER, SPORTSMENS GROUP, BRASS MUSICIANS, GERMAN SCHOOL, LADIES GROUP, GROUPS FOR SENIORS - AND THE CLUB STILL HAS AN EXCELLENT CHOIR.

THE CARPATHIA CLUB ALSO HAS A ROBUST EVENT VENUE FOR WEDDINGS, SHOWERS, GRADUATION PARTIES, CORPORATE EVENTS AND MORE!

#### ROLE AND RESPONSIBILITIES

The Carpathia Event Manager, is responsible for overseeing events at the Carpathia Club. The Event Manager duties include managing events, managing event staff following company policies, speaking with members and guest to address concerns and solve problems.

List of major duties

1. Manage hall events (weddings, showers, corporate gatherings, graduation parties, etc.)
2. Meet with prospective event customers
3. Coordinating all hall events and staff

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- 4. Provide feedback to Hall Manager, Board and Members
- 5. Other duties as requested by Hall Manager

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

High School Diploma or equivalent  
 Management skills

**PREFERRED SKILLS**

Proficient in Excel and Word  
 Associate Degree or equivalent  
 Excellent communication skills  
 Emotional intelligence  
 Knowledge of food service and event management

**ADDITIONAL NOTES**

Reviewed By:	Carpathia Management Team	Date:	9/15/2021
Approved By:	Rob Hanschu	Date:	9/15/2021
Last Updated By:	Rob Hanschu	Date/Time:	9/15/2021