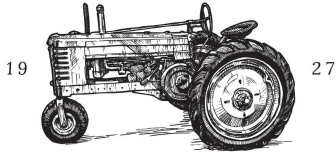


GIANINETTI FAMILY



SPRING CREEKS RANCH

Event Venue Manager Opportunity

About Spring Creeks Ranch:

Nestled along the scenic Roaring Fork River in Colorado, Spring Creeks Ranch offers a unique blend of natural beauty, world-class fly fishing, and authentic ranch experiences. Our diverse venue hosts a range of events, from weddings to retreats, and we're on the lookout for passionate individuals to join our team.

Position Overview:

As the Venue Manager at Spring Creeks Ranch, you'll play a pivotal role in overseeing the diverse operations of our hospitality venue. Engaging in various events, this role offers a fulfilling career for those passionate about hospitality, community, and event sales and management.

Essential Job Duties and Responsibilities:

- Event Planning and Coordination:
 - Plan and coordinate events hosted at the venue, including weddings, conferences, concerts, and private parties.
 - Work closely with clients to understand their event requirements and ensure all details are executed flawlessly.
- Sales and Marketing:
 - Drive sales by promoting the venue's services to potential clients.
 - Develop and implement marketing strategies to attract new business and increase venue bookings.
- Staff Management:
 - Hire, train, and supervise venue staff, including event coordinators, catering staff, and security personnel.
 - Ensure staff members are well-informed about venue policies and procedures.
- Budget Management:
 - Develop and manage budgets for events, ensuring financial targets are met.
 - Negotiate contracts with vendors and suppliers to optimize costs.
- Customer Service:
 - Provide excellent customer service to clients, ensuring their needs and expectations are met.
 - Handle customer inquiries, concerns, and feedback in a professional and timely manner.
- Venue Maintenance:
 - Oversee the maintenance and cleanliness of the venue to ensure a safe and attractive environment.
 - Coordinate with maintenance staff or external vendors for repairs and improvements.

- Compliance and Safety:
 - Ensure the venue complies with all relevant regulations, permits, and safety standards.
 - Implement and enforce venue policies to maintain a secure and orderly environment.
- Networking:
 - Build and maintain relationships with vendors, local businesses, and industry professionals.
 - Attend industry events and networking functions to promote the venue and stay informed about industry trends.
- Technology Proficiency:
 - Utilize technology for event management, including reservation systems, ticketing platforms, and communication tools.
- Flexibility and Adaptability:
 - Demonstrate flexibility to adapt to changing priorities and handle unforeseen challenges during events.
 - Manage multiple tasks and responsibilities simultaneously.
- Reporting:
 - Generate reports on venue performance, including attendance, revenue, and customer feedback.
 - Provide regular updates to senior management or ownership.

Qualifications:

- Professional Eligibility:
 - Must be 21 years of age or older.
- Driving Proficiency:
 - Possess a valid driver's license with a clean driving record.
- Educational Background:
 - Hold a high school diploma or equivalent.
- Relevant Professional Experience:
 - Demonstrate a minimum of 4 years of experience in Sales, Hospitality, Event Management, or related fields
- Sales, Hospitality, and Event Management Proficiency:
 - Proven experience and/or education in Sales, Hospitality, Event Management, or related fields, showcasing a comprehensive understanding of venue operations.
- Event Industry Insight:
 - Demonstrated familiarity with the latest event industry trends and best practices, enabling strategic planning and execution of memorable events.
- Strategic Marketing Proficiency:
 - Successful track record in developing and implementing advertising and marketing campaigns specifically tailored to wedding and event venues, contributing to increased venue bookings and revenue.
- Networking Excellence:

- Exceptional networking skills, empowering the representation of the venue at industry events. Adept at building and maintaining relationships with clients, vendors, and industry professionals.
- Effective Team Leadership and Project Management:
 - Proven ability to lead teams efficiently, ensuring seamless event execution and overall venue success. Expertise in project management, guaranteeing that all tasks are completed within deadlines and quality standards are met.
- Safety and Operational Awareness:
 - Comprehensive knowledge of safety procedures and work habits in event and venue environments, prioritizing the well-being of staff and guests while maintaining operational efficiency.

Compensation:

- Full-time position: Salary (DOE)
- Bonus incentives
- Paid bi-weekly

If you're passionate about hospitality, events, and creating unforgettable experiences, join us at Spring Creeks Ranch and be a part of our vibrant team. Apply now by submitting your resume and a cover letter to info@springcreeksranch.com. We look forward to welcoming you to the Spring Creeks Ranch community!