

Event Manager (Nashville, TN)



Location **Tennessee**
<https://www.genclassifieds.com/x-507757-z>

Travellers Rest Plantation in Nashville is looking for event managers to work rental events. These events will consist of weddings, rehearsal dinners, receptions, etc. The time frame for each event will be 1:00PM-12:00midnight. While most events are an 11 hour time frame, some events will be only 4 hours long. Most events take place on the weekends (Friday-Sunday) and during peak event months.

Duties include: supervising the event to make sure renter(s) complies with Travellers Rest's policies and procedures, supervising vendor load-in and set up, checking in with rental party and vendors throughout event, reporting back to Rental Department with any issues, responsible for managing property and overseeing guests, turning on breakers for guest and vendor access, turning on property lights, locking up after event and alarming all facilities in addition to turning off all lights, etc.

This position is not responsible for assisting in set-up for renters or vendors. Each event is required to have a day-of wedding coordinator so you will be coordinating with each planner except for smaller events. This is a management and supervising position. This position requires one training session at one event before hourly pay and scheduling. This is a great position for anyone looking for get experience in the event industry and also college students looking for seasonal work.

Qualifications: must be 18 years or older, high school diploma required, previous event management or experience a plus but not required, no criminal history (background check required)

Emails only please. No calls. We will only be responding via email.



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