

Job Title	Event Sales and Venue Manager
Company	The Balmoral House
Company Address	10101 Hamilton Hills Lane, Fishers, IN 46038
Position Start Date	August
Experience Requirements	This position requires prior knowledge and the experience of working in the event industry.
Salary Information	Based upon experience
Additional Benefits	Event Gratuity, Commission from selling DOC
Full Position Description	<p>Event Sales & Venue Manager</p> <p>The Balmoral House property has been in The Eaton Family for over 60 years—first as a farm, then as a family homestead that hosted many life celebrations. Today, we continue the family legacy of hosting family celebrations, weddings, social parties and private events.</p> <p>Job Statement: The Balmoral House is looking for a Full-Time energetic, organized, and reliable team member to execute exceptional events.</p> <p>Job responsibilities:</p> <ul style="list-style-type: none"> • Meets business sales goals for weddings, corporate, and social events • Assists in developing and maintaining sales and marketing activities and materials • Plans, coordinates, and executes event operations along with event staff • Develops and maintains relationships with vendors • Assists in maintaining Balmoral operations to meet client needs • Sells and executes Day of Coordination services • Assists In achieving beverages sales, bar/beverage operations, and meets bar financial goals • Assists the Digital Marketing Coordinator to keep Balmoral social media and website presence refreshed • Maintains professional communications and behaviors in all interactions that meet/exceeds business expectations • Key Competencies: • Function as part of a team • Be attentive to details • Demonstrate a high level of verbal and written communication • Have or can obtain an Indiana Alcohol Servers Permit • Have a valid driver license • Be able to lift up to 50lbs • Stand for long periods of time • Be able to climb stairs frequently <p>Hours: Full Time</p> <p>Compensation: TBD plus Event Gratuity & Day Of Coordination</p> <p>Reports to Operations and Managing Partner</p>
How may qualified candidates apply?	Diane@thebalmoralhouse.com