

R. HOUSE PRIVATE EVENTS MANAGER

R. House is incredible and non-stop: 10 different restaurants led by creative chefs and food entrepreneurs, a high-volume craft cocktail bar, and a pop up kitchen for fledgling ideas, not to mention a seating area with 350 indoor and outdoor seats, a teaching and production kitchen, and a 6,000 square foot event space hosting in-house and external private events.

With 6,000 square feet of programmable space, the Garage is a blank canvas for any private event. Your role is to lead all private events at R. House, to ensure that each event surpasses all expectations and embodies the spirit and warmth of R. House. From a corporate happy hour to a birthday party to a wedding, your role is to provide a high-touch hospitality experience in Baltimore's newest event space.

OUTREACH

- Assisting in client outreach and marketing the Garage at R. House to Baltimore's events planners and vendors
- Showing clients around the event facilities
- Promoting the Garage in inventive ways

COORDINATION

- Owning the events process from start to finish
- Connecting clients with internal stalls & tenants (as well as select external caterers) to create individualized catering menus
- Coordinating setup of the space, including prior communication with event rental companies, etc.
- Coordinating bar needs with r. bar team and setup/layout of bars

EXECUTION

- Operating multiple functions simultaneously, managing service teams on event day
- Assisting clients during the day of their event as an on-site planner
- Coordinating preferred vendor delivery, load in, setup, and strike
- Managing storage/inventory for additional event serviceware and equipment (glassware, silverware, dispensers, etc.)
- Billing and invoicing clients and vendors, coordinating with R. House accounting team
- Creating and maintaining systems to ensure success of operational success

FOLLOW UP

- Collecting both quantitative and qualitative feedback from clients
- Incorporating feedback from clients into an ongoing development of R. House private events

ATTITUDE

- Hustle
- Empathetic of guests' needs
- Unfailingly positive work ethic

EXPERIENCE

- High-touch hospitality or event coordinating experience OR High-volume restaurant/events experience
 - (300+ persons single events, 100+ persons per 2 or more events a plus)
- Extreme attention to detail

If interested, please forward your resume and a brief paragraph about your interests to events@r.housebaltimore.com.