

Academy of Magical Arts, Inc
Magic Castle
Events Manager

The Academy of Magical Arts, Inc. in Hollywood, CA, is looking for an Events Manager to join our team here at our world famous clubhouse, the Magic Castle. With over 5400 members from around the world, the AMA has been and will continue to be the premier organization in the world dedicated to the Art of Magic. This is a private club and our members come first. The Academy is a non-profit, 501(c) (7).

In 2017, the McMahon Group and Club and Resort Magazine declared the Academy of Magical Arts a “Club of Excellence”.

Job Summary

The Events Manager reports directly to the General Manager. This position supervises both member and guests events, in both our private dining/party spaces. Additionally, this position is responsible for hiring, firing, training new employee, scheduling, implementing new event policies, managing costs, events inventory, and updating menus and BEO's.

The Events Manager will communicate with all members and guests, booking events on an annual basis. Every detail has to be covered, from start to finish, and documented for litigation purposes. This position works alongside the Food and Beverage Director and Executive Chef.

This candidate must be energetic and professional with vast experience in hospitality, preferable in fine dining and can thrive in a fast paced environment. The ideal candidate must possess strong knowledge about Food & Wine in addition to superior customer relations skills. Excellent communication (both verbal and written) is essential to build a rapport with members and guests and ability to lead a team. Ability to handle stress and problem solving attitude, while ensuring 100% guest satisfaction.

Qualifications and Responsibilities:

Duties include but are not limited to the following

Essential Duties and Responsibilities:

- Must have routine meetings with all senior staff each week to discuss upcoming events.
- Maintains appearance, upkeep and cleanliness of all events equipment and facilities. Reports any equipment deficiencies or maintenance concerns to the GM and Maintenance Supervisor.
- Ability to implements policies and procedures for the events departments and to ensure contracts and agreements are signed and followed for dozens of events per week.
- Implements employees' dress codes according to company policies and safety procedures.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Must ensure that operational standards are met in regards to sanitation codes and laws, food storage, and loss prevention.
- Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages.
- Must have excellent communication with the ability to multitask and think quick when under pressure.
- Ability to be on their feet for a majority of the day, (there may be moderate to heavy lifting involved), other day-to-day functions may include office administration duties, and vendors' communication.

- Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price.
- Ensures correct handling procedures to minimize china and glassware breakage and food waste.
- Manages physical inventory verification and provides updated information to the accounting department as well as approving product invoices.
- Audits and approves bi-weekly payroll.
- Updates menu prices using POS.
- Applicants must set the example by being professional at all times.
- Applicants will work with a Sommelier to oversee the wine program, as well as future programs.

Minimum Qualifications and Skill Requirements:

- Must have minimum of 10 years of event planning experience, in the hospitality industry, and have a track record of positive results.
- Previous experience in fine dining or high-end establishment a must.
- Strong knowledge of beer, wine and spirits.
- Ability to follow verbal instructions.
- Able to pick-up and carry the equivalent of 30 pounds.
- Ability to be on your feet for 8 hours.
- High school diploma preferred.
- CPR certified is a plus, but not required.
- Bilingual a plus, but not required.
- Proficiency in Microsoft Office a must.
- Experience with Catering Software, Caterbase preferred.
- Experience with Reservations Software, SevenRooms preferred.

Key Competencies:

- Handle stress
- Excellent customer service
- Communication skills – English; written and verbal
- Prioritizing
- Planning and organizing
- Problem assessment and problem solving
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Teamwork
- Strong leadership skills

Physical demands:

- While performing the duties of this job, the employee may be required to stand, walk, hear, talk, read, balance, use hands, use fingers, reach, stoop, kneel, crouch, crawl, taste, smell, push or pull for 8 hours. The employee must be able to lift or move objects weighing up to 30 pounds. Ability to go up and down stairs as needed throughout shift with objects up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

Our location is open seven nights per week for dinner, lunch on Friday, and brunch on Saturday & Sunday. Your schedule will be Tuesday-Saturday.

This is an exempt position.

Salary is DOE.

No phone calls please. Interested parties can email resumes to: JFurlow@magiccastle.com