



## **Job opening: Bistro & Events Manager at The Brinton Museum**

Unique career opportunity to be a part of the leadership team at The Brinton Museum, located on the beautiful 620-acre historic Quarter Circle A Ranch in Big Horn, Wyoming. *The Brinton Museum is a multi-faceted institution with a mission to connect the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.*



The vision of The Brinton Museum is to expand upon the work of Helen Brinton, who in 1960 established an institution named after her brother Bradford. Helen's intent was to preserve the Quarter Circle A Ranch and the Brintons' collection of fine art, furnishings, historic and American Indian artifacts and make them accessible to the public. It was her desire that the institution be a source of education and enjoyment to all visitors, regardless of nationality, race, color or creed.

**POSITION SUMMARY:** The Bistro & Events Manager is a key member of the leadership team with responsibility for the overall direction, coordination, and supervision of the Brinton Bistro and Events & Catering Services. The Bistro & Events Manager works closely with the Director of Operations and Executive Chef to establish and maintain a service and leadership philosophy, which serves as a guide for Bistro and Events staff, while emphasizing the importance of quality delivery of service.

### **ESSENTIAL DUTIES AND FUNCTIONS:**

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback.
- Interacts with other members of the museum's staff to share information and to collaborate to achieve the museum's strategic objectives.
- Provides overall direction and coordination of the Brinton Bistro & Catering Services.
- Directly manages and leads a team of front of house and event service staff including scheduling, training, and general supervision.
- Serves as liaison with all clients and guests for events and receptions at The Brinton Museum.
- Provides excellent customer service to guests and excellent leadership to their team.
- Oversees that all opening and closing duties are done correctly and efficiently.
- Ensures that cleanliness and maintenance of Bistro are maintained.
- Reconciles cash register daily and prepare deposits.
- Prepares and submits tip reports to accounting.
- Works with accounting to ensure the POS system and reporting are correct.
- Anticipates guest needs and responds promptly to those needs according to provided guidelines.
- Responsible for inventory for front of house and bar items.

- Ensures compliance with health, safety, sanitation and alcohol awareness standards.
- Works closely with Executive Chef to provide guests with a seamless experience.
- Works in conjunction with other departments wherever necessary and maintains good working relationships.
- Reports maintenance, hygiene, and hazard issues to the Facility Manager.

**DESIRED EDUCATION AND EXPERIENCE:**

- Minimum 3 years of related experience in restaurants, catering and/or events

**QUALIFICATIONS AND SKILLS:**

- Excellent interpersonal and communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Personable, organized, and capable leader who can effectively manage a team
- Team-building skills with a collaborative management style
- Superior organizational skills

**COMPENSATION AND BENEFITS:**

\$38,000 - \$45,000 annual salary based on qualifications. Event gratuities, 403(b) plan with matching from employer, employee discount, health insurance, and paid time off.

***Qualified candidates please email cover letter and resume to  
kheimbuck@thebrintonmuseum.org***

***For questions regarding the position please contact Kendra Heimbuck at 307-763-5928***

***To learn more about The Brinton Museum go to [thebrintonmuseum.org](http://thebrintonmuseum.org)***