



Job opening Events Manager

Unique career opportunity to be a part of the 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 Brinton 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 Events Manager is responsible for the coordination and supervision of the front of house operations for Events & Catering services of the Bistro and special events of The Brinton Museum. In collaboration with the Executive Chef, the Events Manager will maintain a service and leadership philosophy, which serves as a guide for respective staff and emphasizes the importance of quality customer service.

ESSENTIAL DUTIES AND FUNCTIONS:

- Oversees and leads a team of Events & Catering service staff including scheduling, training, and general supervision.
- Serves as liaison with all clients and guests for third party and special events at The Brinton Museum; oversees contract execution and event deposit collection.
- Provides excellent customer service to guests and excellent leadership to their team.
- Oversees that all billing for events is executed correctly and efficiently.
- Ensures that cleanliness and maintenance of event space is maintained.
- Prepares and submits gratuity reports to accounting.
- Works with accounting to ensure the POS system and reporting are correct.
- Maintains and stocks inventory for front of house and bar items.
- Provides event layouts to facilities staff and works with them to set up and take down events.
- Ensures compliance with health, safety, sanitation and alcohol awareness standards.
- Works in conjunction with other departments wherever necessary and maintains good working relationships.
- Provides back-up assistance to The Bistro front of house as needed and able.
- Reports maintenance, hygiene, and hazard issues to the Facility Manager.
- Performs all other related duties as assigned by management. *

WORK SCHEDULE

- Year-round position; schedule varies depending on the season

- Must be able to work weekends and late hours for event execution and oversight
- Flexible hours and remote work capabilities for client liaising responsibilities

DESIRED EDUCATION AND EXPERIENCE:

- Minimum 2 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:

- Hourly base wage (up to \$16/hour), plus event gratuities (up to an additional \$30/hour)
- Retirement matching from employer (up to 4.5% of base wage)
- Employee discount to Bistro and Museum Store
- Health insurance
- Paid time off

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

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

To learn more about The Brinton Museum go to thebrintonmuseum.org