



Central Virginia's Premier Dining & Events Venue

Historic Hanover Tavern is seeking a full-time **Assistant Hospitality & Events Manager** to provide backup leadership for its full-service restaurant and to coordinate and execute special events. Events include private dining, weddings, rehearsal dinners, corporate meetings, private parties, and much more! Send inquiries and resumes to: HanoverTavernCareers@gmail.com

Responsibilities:

- Provide front-of-the-house leadership and administrative support to General Manager of full-service restaurant; manage restaurant and event staff in General Manager's absence
- Coordinate special event activities and delegate tasks to restaurant and event staff to successfully execute events and dining service
- Nurture client relationships to result in positive reviews and repeat business
- Maintain detailed, accurate files of multiple events simultaneously; track and create Event Sales Reports and other reports as needed
- Maintain accurate Master Calendar of all booked events; communicate clearly and timely with other stakeholders to ensure events are executed flawlessly

Qualifications:

- Previous experience in foodservice industry, social event planning, or corporate event coordination
- Possess strong leadership abilities, problem-solving skills, and excel in a team environment
- Exhibit exceptional customer care, organizational and time-management skills, and attention to detail

About Hanover Tavern (HanoverTavern.org):

Located in historic Hanover County, Hanover Tavern is a one-of-a-kind event venue. Boasting varied and unique options for private dining and special events, it has become central Virginia's premier event venue with exceptional on-site catering and beverage options.

