

Event Director

Heritage Prairie Farm in Elburn, IL is looking for someone to join our Events team servicing wedding ceremonies & receptions, social and corporate events and more!

Experienced, take charge professional with ability to manage administration and logistics, in a busy special events environment. Direct coordination of up to 100 events per year. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision. Remember, we work when our clients and guests play, so weekend and evening availability is required. And, there are a few more things.....

- Devotion to hospitality
- Strong organizational and time management skills
- Willingness to do "whatever it takes" to get the job done
- Ability to work a variety of shifts, weekday, weekends, and evenings
- Skills be to graceful under pressure
- Ability to relate to a diverse set of team members and clients
- Strong computer skills including working knowledge of Microsoft Word, Excel and Outlook
- Remarkable interpersonal skills (Verbal/Written/Listening/Presentation)
- Excellent attention to detail
- Flawless communication skills
- 3+ years Catering/Hospitality experience preferred

The Event Director works closely with the Event Coordinators, Food & Beverage Director, Bar Manager, other team members, and vendors; therefore must be able to remain highly focused in a fast-paced, lively work environment and must be able to problem solve, multi-task and show flexibility.

At Heritage Prairie Farm, we're committed to being a great place to work. From growth opportunities to a fun culture, we provide a foundation for building successful careers. Our company culture fosters diversity, teamwork, guest service and individual accountability.

Job Type: Full-Time

**** Please submit your resume & cover letter to jobs@heritageprairiefarm.com ****
Applications without a cover letter will not be considered.
Please include your compensation expectations in your cover letter.