

EVENT SALES MANAGER

Tavern on the Green | New York, NY



About the Role

Tavern on the Green is seeking an experienced, polished, and highly driven Event Sales Manager to join our growing Events Team. This is a fast-paced, high-volume role that requires an individual who thrives under pressure, excels at building relationships, and is passionate about creating exceptional guest experiences from initial inquiry through flawless event execution.

We are looking for someone who is confident, resilient, solutions-oriented, and willing to roll up their sleeves. This is not a traditional sales role—you will be expected to both sell and execute events while maintaining the highest level of professionalism and hospitality.

If you are someone who embraces challenges, remains calm under pressure, and enjoys being part of one of New York City's most iconic event venues, we would love to hear from you.

Key Responsibilities

- Drive new business through proactive prospecting, networking, and relationship building.
- Manage the entire sales cycle from inquiry through contract execution and event completion.
- Conduct venue tours, prepare proposals, negotiate contracts, and close business.
- Develop and maintain relationships with corporate clients, social clients, meeting planners, production companies, and event professionals.
- Execute events onsite, ensuring exceptional service and client satisfaction.
- Collaborate with culinary, operations, event, and management teams to deliver seamless events.
- Attend client meetings, tastings, walkthroughs, and planning sessions.
- Assist with operational responsibilities as business demands require.
- Respond promptly and professionally to client inquiries while maintaining exceptional communication throughout the planning process.
- Identify creative solutions to challenges while maintaining the highest level of guest service.
- Consistently exceed revenue goals while protecting the Tavern on the Green brand and guest experience.

Qualifications

The ideal candidate will possess:

- 3–5+ years of management experience in hospitality, catering, luxury events, hotels, restaurants, or event venues.
- Strong knowledge of food and beverage operations.
- Proven experience in event sales and client relationship management.
- Existing relationships with corporate organizations, event planners, production companies, or a strong professional network within the NYC events industry.
- Prospecting experience with a demonstrated ability to generate new business.
- Excellent verbal, written, and interpersonal communication skills.
- Professional, polished, and confident presentation.
- Ability to remain composed while managing multiple priorities in a fast-paced environment.
- A positive attitude with a "no problem is too big to solve" mindset.
- Strong organizational skills with exceptional attention to detail.

- Ability to think quickly, adapt to changing circumstances, and make sound decisions under pressure.
- High emotional intelligence with excellent client service instincts.
- Self-motivated with a strong work ethic and a sense of ownership.
- Must know Tripleseat**

Work Environment & Expectations

- This is a hands-on leadership role and requires flexibility.
- Candidates must be:
- Comfortable working 50+ hours per week during peak seasons.
- Available to work weekends, evenings, and holidays.
- Able to work onsite five days per week in New York City.
- Comfortable staying later than scheduled when business demands require it.
- Willing to assist with operational tasks outside traditional sales responsibilities.
- Comfortable balancing both administrative work and onsite event execution.
- Flexible, adaptable, and eager to support the team wherever needed.

Preferred Qualifications

- Experience working in luxury hospitality or iconic event venues.
- Existing network of NYC corporate decision-makers, meeting planners, event agencies, production companies, DMCs, or nonprofit organizations.
- Experience selling weddings, galas, corporate events, nonprofit fundraisers, and large-scale social events.
- Familiarity with CRM and event management software.

Compensation

- \$65,000 - \$85,000 annual compensation (base =\$65,000, plus commissions)

Why Tavern on the Green?

Tavern on the Green is one of New York City's most celebrated hospitality destinations. Our Events Team produces extraordinary weddings, corporate events, nonprofit galas, social celebrations, film premieres, and luxury experiences in the heart of Central Park.

We're looking for someone who takes pride in creating unforgettable events, embraces challenges with confidence, and is excited to contribute to a collaborative team that values excellence, hospitality, and innovation.--

Benefits

- Dental Insurance
- Medical Insurance
- Vision Insurance
- Paid Time Off
- Employee Discounts

All applicants must be legally authorized to work in the USA.

TAVERN ON THE GREEN IS AN EQUAL OPPORTUNITY EMPLOYER.