



**Job Title:** Events Sales Manager

**Reports to:** Director of Events

### **Position Overview**

The Event Sales Manager is responsible for driving Tavern on the Green's event revenue through proactive sales efforts, strong client relationships, and collaborative event planning. This role focuses on generating and closing new business, managing client accounts, and supporting the seamless execution of events in partnership with operations and culinary teams. The Event Sales Manager plays a key role in ensuring each event reflects Tavern on the Green's high standards of hospitality, service, and brand excellence.

### **Key Responsibilities**

- **Sales & Business Development**
  - Generate, pursue, and close new event business while meeting or exceeding revenue goals.
  - Respond to inbound inquiries and actively prospect new clients and market segments.
  - Build and maintain strong relationships with clients to encourage repeat and referral business.
  - Prepare proposals, pricing, and contracts in alignment with profitability targets and brand standards.
- **Event Planning & Execution**
  - Oversee the entire event lifecycle—from inquiry and proposal to contract, planning, and final execution.
  - Prepare and review BEOs, floor plans, timelines, and event details in collaboration with internal teams.
  - Partner with the Executive Chef and culinary team to develop menus that meet client needs and budget parameters.
  - Participate in weekly production meetings to ensure clear communication and operational readiness.
  - Maintain onsite presence at events to ensure seamless delivery and client satisfaction.
- **Client Experience & Quality Control**
  - Serve as the primary point of contact for assigned clients throughout the planning process.
  - Address client questions, changes, or concerns in a timely and professional manner.
  - Support onsite events as needed to ensure client satisfaction and smooth execution.
  - Ensure all events align with Tavern on the Green's service standards and brand presentation.

- **Team Collaboration & Support**

- Work closely with the Director of Events, Operations, Culinary, and Accounting teams to ensure event success.
- Adhere to established sales processes, documentation standards, and profitability guidelines.
- Contribute ideas and insights to improve sales strategies, processes, and guest experience.

**Qualifications**

- 3–5+ years of experience in event sales or hospitality sales, preferably in high-volume or upscale venues.
- Proven ability to meet sales goals and manage multiple client accounts simultaneously.
- Strong communication, negotiation, and relationship-building skills.
- Highly organized, detail-oriented, and comfortable working in a fast-paced environment.
- Working knowledge of contracts, BEOs, and event operations.

**Schedule**

- Full-time, salaried role (OT Exempt), 50-hour workweek minimum
- Must be available for evening shifts, weekends, and holidays based on business needs and events

**Salary**

- \$60,000 - 65,000/year plus commission on booked and executed events

**Benefits**

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

We are committed to providing an enjoyable and rewarding place to work. We are offering competitive base salaries, training and benefits. If you feel you meet the requirements and would like the opportunity to work for a NYC landmark restaurant, we would love to hear from you!

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

TAVERN ON THE GREEN IS AN EQUAL OPPORTUNITY EMPLOYER.