



**Tavern on the Green is seeking an
Event Sales Manager
to join our team!**

The Event Sales Manager is a key member of the Tavern on the Green Event's Department, whose primary role is to support the Senior Event Sales Manager and Director with the sale and production of events. We are a high volume restaurant and bar with lots of space for private events. This position is responsible for setting the Events department up for success by bringing in new customers, cultivating existing customer relationships and promoting the brand.

Our ideal candidate will be detail-oriented, savvy and eager to join an energetic work environment!

Skills & Requirements

- Minimum 2-4 years NYC private event sales experience (Restaurant experience a must!)
- Event operational knowledge
- TripleSeat experience preferred
- Able to work flexible shifts including weekends and weekends
- Ability to verbally communicate effectively with guests and co-workers
- Ability to multi-task in high paced environment
- Proficient in Microsoft Word and Excel
- Great eye for detail
- Self-starter and able to work with minimum supervision
- Total commitment to guest satisfaction

We offer a competitive salary and benefits package with potential for growth, as well as a great environment surrounded by a talented, hardworking and passionate team.

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!