

MINNESOTA LANDMARKS JOB DESCRIPTION

Effective Date: 7/2019

BEVERAGE SERVICE MANAGER

(Full-time Position)

The Beverage Service Manager operates the Landmark Center Beverage Service (LBS) for rental clients, tenant-sponsored events and Minnesota Landmarks-sponsored events and serves as a primary back-up for the Events Staff. The Beverage Service Manager reports directly to the Events Director.

Responsibilities include, but are not limited to:

- Promoting and selling for the Landmark Center rental events business with other Events Department staff.
- Marketing and coordinating beverage service packages for Landmark Center rental clients.
- Managing, supervising, scheduling and training all Beverage Service staff and supervising the training of all beverage-service related staff in all aspects of the operations.
- Serving as primary Events Staff for evening and weekend events and coordinating LBS needs and other event client needs, as needed, during the business day, including the handling of rental client requests and questions about set-ups, etc. at these events.
- Working closely with the Event Director, the Rental Sales Manager and Building Maintenance to coordinate set-ups.
- Serving as back-up to Rental Sales Manager. These duties may include meeting with clients, fielding rental calls, and coordinating set-ups.
- Handling ongoing relationships and deliveries with beverage service suppliers and maintaining the beverage service inventories, including accurate counting of the inventory for quarterly and annual audits.
- Maintaining beverage service budgets and expenditures.
- Submitting monthly beverage service income reports to the Events Director.
- Meeting regularly with beverage service staff and conducting regular performance reviews. Managing human resource requirements for beverage service staff in accordance with organizational policies.

Requirements for consideration:

- Ability to work weekend and evening hours.
- Excellent oral and written skills and demonstrated acumen with numbers.
- Four-year degree in Business Administration or related field, with 2-4 years of direct sales with proven results.
- Demonstrated supervisory experience.
- Demonstrated familiarity with the Twin Cities events, bar and restaurant business.

Salary: Commensurate with experience. Range of \$45,000-\$55,000, depending on qualifications

To Apply: Submit cover letter and resume to the Minnesota Landmarks office either in person or by email (admin@landmarkcenter.org). Applications will not be accepted without a cover letter.

Minnesota Landmarks
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