



Job Description: Event Producer at J&L Catering

About Us: J&L Catering is a boutique catering company dedicated to delivering exceptional culinary experiences. We are currently seeking a talented and dynamic Event Producer to join our team.

Responsibilities:

- **Caterxpert:** Review and finalize all event beverage, personnel, disposables, and equipment tabs in CXP.
- **Create Event Books:** Compile comprehensive event details including floor plans, timelines, rental orders, and tent cards based on finalized CXP orders.
- **Design Tent Cards:** Customize tent cards for each event, accommodating specific needs and dietary restrictions.
- **Staff Communication:** Send final event documents to staff 72 hours prior to the event, ensuring all relevant parties are included.
- **Email Management:** CC event planner on all email communications and manage post-event commission recon documents.
- **Financial Oversight:** Assist with managing event finances, including staff overtime costs and client deposits, ensuring accuracy and timely submission.
- **Administrative Tasks:** Input new events into the system, double-check event packouts, and handle rental orders with outside vendors.
- **Event Coordination:** Assist in creating floor plans, attend walkthroughs, and organize tastings, demonstrating a commitment to innovation and proactive problem-solving.

Onsite Responsibilities:

- **Client Management:** Check in with the captain and maintain a positive relationship with the client during the event.
- **Logistics Oversight:** Ensure all rental orders are correct and present on the event floor to address any issues that may arise.
- **Communication:** Notify the event planner of any major changes or issues and remain onsite until the event is running smoothly.

Work Experience and Required Skills:

- **Time Management:** Outstanding ability to manage time effectively and meet deadlines.
- **Communication Skills:** Strong verbal and written communication skills, with a focus on client relations and marketing.

- **Problem-Solving:** Demonstrated ability to handle difficult situations and adapt to changing priorities.
- **Attention to Detail:** Excellent attention to detail to ensure contracts are executed correctly and event details are accurately communicated.
- **Multitasking:** Exceptional multitasking skills to manage multiple projects simultaneously.
- **Proficiency:** Proficient in Office, Google Docs, Canva and experience with CaterXpert or similar software is a plus.
- **Passion for Food:** A genuine passion for food and the culinary industry.
- **Flexibility:** Ability to work weekends and evenings, with a valid driver's license (vehicle preferred but not mandatory).

Educational Requirements:

- Bachelor's degree in Liberal Arts, Culinary Arts, Business, Management, Marketing, or relevant field (or equivalent experience).

Compensation and Benefits:

- Starting Base Salary: \$50,000.00 per year, with additional compensation for event pay. Total compensation for this role with base and event pay \$60,000.00+
- Remote Work/Flexibility: Opportunity to work some days from home once fully trained.
- Paid Time Off: Up to 120 hours per year or 15 days for accrued PTO and sick days. Flexibility after long event weekends.

To Apply:

Please submit your resume to info@jandlcatering.com.

Join our team and be part of creating memorable culinary experiences!