



## Job Posting

### **ABOUT THE RESORT AT PAWS UP**

The Resort at Paws Up is America's premier luxury ranch resort. Set on a 37,000-acre ranch, Paws Up embodies the spirit of the American West with constant innovation and evolution to deliver the quintessential luxury experience for affluent and influential travelers from all over the world. It's a family owned and award-winning destination that truly inspires.

We are currently hiring for the position of Director of Special Events. The role of the Director of Special Events is to ensure the success of Resort Events by serving as the liaison between The Resort's department, special events group, and vendors.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Manage and coordinate meetings, conferences, large family vacations, in house sponsored events, holiday events, VIP bookings or other special events with accuracy and detailed communication.
- Communicate, plan details, and coordinate all aspects of special event planning; to include interdepartmental meetings appropriate memos, Banquet Event Orders (BEO), and Group/Event Profiles.
- Provide accurate Group/Event Profiles that documents all aspects of an event, to include; menus, meeting set-ups, client profiles, rooming lists, transport details, dietary needs, décor needs, specialty room drops and billing as well as other pertinent information applicable by department.
- Create guest itineraries to ensure maximum value in their stay, while doing your best to accommodate all requests.
- Partner with Marketing & Sales Department and onsite management team to ensure the experience of the client and guest exceeds their expectations and create a personalized memorable experience.
- Schedule regular interdepartmental meetings following special events, to assess successes and areas where improvements can be made for future events.
- Recruit, hire and train and grow exceptional Special Events team members.
- Maintain flexible hours to accommodate guest and special events needs, due to the cyclical nature of the hospitality industry; Position requires full availability including evenings, weekends, holidays or as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Bachelor's Degree in Hospitality or Business field or similar work experience/training
- 2+ years' experience in Event or Conference Services Management/Leadership
- Knowledge of world class hospitality and service management
- Proven ability to lead and manage a team
- Valid Driver's License with ability to meet company driving insurance policy

The position offered is Full-time, Year-round located in Greenough, MT. The Resort at Paws Up offers great benefits including:

- Medical, Dental, Vision
- 401K
- Complimentary Meals

- Employee Discounts on Merchandise
- Employee Activity Discounts
- A great work environment in a beautiful luxury resort setting

To apply, please visit the following web link: <https://www.pawsup.com/careers/application>

**For more information about Paws Up, visit [www.pawsup.com](http://www.pawsup.com).**