



## **Private Event Manager - Smith & Wollensky - Washington DC**

[Smith & Wollensky Restaurant Group](#), an iconic fine dining steakhouse with nine locations across the US, seeks a Private Event Manager for its Washington DC location. The successful candidate will come equipped with an existing network of clients in the DC area and have previous experience in high volume, fine dining. Primary focus will be promoting, booking, and coordinating social and corporate private dining events while generating new business relationships and further cultivating existing partnerships to ensure repeat business.

Fundamental knowledge of basic restaurant management systems and previous management experience is required. This position requires strong leadership, organization and communication skills. Successful candidates will demonstrate those attributes along with excellent food and wine knowledge while maintaining focus on hospitality.

Working directly with the incumbent Restaurant Management Team, this salaried position is responsible for the selling, planning and coordinating of all aspects of private event and meeting functions held within the restaurant to achieve the annual private event sales plan.

- Prefer a minimum of four (4) years' experience with a proven track record establishing sales/prospecting programs to drive event revenues while working in a team environment. Proven ability in leadership, communication and negotiating techniques as well as a clear understanding of Hospitality and all that it embodies.
- Creative, energetic outgoing personality with organizational skills and attention to detail. Must possess a desire and commitment for continuous improvement.
- Sales experience preferably in catering and private dining functions. Must have practical knowledge of food preparation and social customs of etiquette, especially in regards to private events. Knowledgeable of all proper methods of food and beverage service, systems, controls and costs.

Base salary with commission, along with full medical benefits, is available. Please contact us with a brief introduction of yourself highlighting relevant accomplishments.

Email cover letter and resume to [jobrien@swrg.com](mailto:jobrien@swrg.com). Learn more about Smith & Wollensky and career opportunities by visiting our [LinkedIn](#) page