



The Broward Center builds community through the arts by delivering quality entertainment, educational opportunities and memorable moments that engage and inspire audiences, nurture collaboration and drive economic vitality.

The Special Events and Catering Services Supervisor supports the Special Events and Catering Services Manager by delivering first-class catering services and events and high quality products in order to increase revenues and uphold the image of the Performing Arts Center Authority (PACA) as a first rate performing arts and events center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Aids the Special Events and Catering Services Manager in the supervision of event staff on event days in all areas where specified event is occurring.
- Assists the Special Events and Catering Services Manager in problems resolution and answers questions, coordinates with the Special Events and Catering Services Manager and refers to appropriate department when unable to respond.
- Ensures assigned aspects of events are implemented and controlled according to expectations of the client and the Special Events and Catering Services Manager.
- Coordinates activities of assigned areas with staff to ensure optimum efficiency and compliance with appropriate procedures and specifications.
- Ensure all bars are properly stocked (liquor, beer, cups etc)
- Ensure mixers and garnishes are properly cut and ready.
- Ensure ice levels are properly maintained.
- Ensures that all liquor cages and storage rooms are properly stocked and all inventory orders are placed when necessary.
- Assists clients as needed up to and including day of event

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to supervise all aspects of assigned events
- Skill in public relations, handling complaints, and immediate troubleshooting
- Able to work flexible hours, including mornings, afternoon, evening and weekend, as needed
- Able to interact with staff, clients, and potential clients in a polite and courteous manner
- Able to multitask, set priorities, shift priorities, and adapt to changes in situations
- Able to communicate effectively, both verbal and written, in English
- Skilled in Windows based programs, including Word, Outlook, Excel, and Power Point.
- Ability to work well with other departments associated with catered events.

REQUIRED EDUCATION AND EXPERIENCE

- High School, High School Equivalent, or Higher: General or any equivalent combination of training and experience.

If you are interested in this opportunity, please submit your resume to specialeventssearch@browardcenter.org.