



SENIOR MANAGER OF BANQUETS AND RESTAURANTS HALL OF FAME GRILL & CATERING, LLC COUNTRY MUSIC HALL OF FAME® AND MUSEUM

Position Overview:

The Senior Banquet and Restaurant Manager will play a key role in the overall success of our Food and Beverage outlets' operation. He/she will handle the museum's two different concept restaurants, Red-Onion & 222, as well as our private and internal event banquet operations. Reporting to the Director of Food and Beverage Operations, he/she will plan, lead and manage the banquet and restaurant's staff with passion, love for the business, attention to details and ensuring our service standards are upheld. He/she will also participate in both long and short term planning; as well as assist with the day-to-day operations of the banquet events, restaurants and related areas operation.

Role Summary:

- Schedule: Two days a week, you'll be monitoring the restaurant operations, alongside the Director of Food & Beverage Operations, as well as the restaurant supervisor. Three days a weeks, you'll be managing and leading the team of three banquet managers and banquet captains to execute the events with perfection and attention to detail
- Responsible for taking care of all the beverage, liquor, wine, & beer order as well as completing monthly inventory of the same. Will work very closely with the event management team to ensure all required beverage products, listed on the BEOs, are available for the events
- Ensure regular maintenance and sanitation of restaurant & banquet equipment to ensure a healthy, safe work environment which meets or exceeds state and local standards and regulations
- Develop and implement menus together with chef to continually improve revenues and profit margins while maintaining quality
- Take opportunity to obtain feedback and set the positive tone by interacting with the guests, clients, and attendees of all kinds (internal & external) in our banquet and restaurant departments
- Keep up with all state and local licensees and trainings
- Create daily assignment sheets and follow up routinely with the execution of the organization of service-standards, cleanliness of the work areas, and presentation of the associates
- Manage Human Resources in the banquet and restaurant to attract, retain and motivate employees as well as operate within budgeted targets of labor. Also provide an ongoing counseling, training, disciplinary actions when needed, constructive criticism provided to improve performance
- Evaluate and complete all required annual reviews in a timely manner
- Keeping consistent attitude of being the best in the industry, positive demeanor, optimistic with can-do attitude, and treating job of service as an opportunity to grow to a successful career



Key Qualifications:

- A minimum of 4-5 years experience as a Banquet, Restaurant, and Bar Manager, in an upscale resort/hotel/venue
- Qualified candidate will be detail-oriented, and have the management/leadership expertise to handle multiple events of varying scope, size, and content
- A proven track record of high quality leadership, management and execution of the operation
- Successful experience with mentoring, costing, and implementing exceptional service standards in the restaurant and banquet outlets
- Person must enjoy, and contribute to, an often fast-paced and very creative environment
- Candidate must possess a can-do service attitude, exhibit strong leadership qualities, excellent communication skills, a sense of humor, patience, tact, and a willingness to go the extra mile
- Must be willing and available to work flexible/non-standard hours, including weekends and holidays

Additional Information:

The Country Music Hall of Fame® and Museum seeks to collect, preserve, and interpret the evolving history and traditions of country music. Through exhibits, publications, and educational programs, the museum teaches its diverse audiences about the enduring beauty and cultural importance of country music.

The Country Music Hall of Fame® and Museum offers excellent benefits including paid time off, paid holidays, free parking, retail and restaurant discounts, complimentary Museum admission and several reciprocal arrangements with local institutions including the Nashville Zoo, Cheekwood and more. All employees who regularly work 30 or more hours per week are eligible for medical, dental, and vision insurance benefits. The Country Music Hall of Fame® and Museum is operated by the Country Music Foundation, a not-for-profit 501(c)(3) educational organization and therefore qualifies for Federal Student Loan Forgiveness Programs.

The Country Music Foundation is drug free workplace and an Equal Opportunity employer that welcomes diversity and encourages all qualified applicants to apply for open positions. All offers of employment are subjected to and contingent upon the successful completion of background check and employment verification including E-verify processes.

To apply for this position, please send resume, cover letter, salary requirements, and 3 reference contacts to hresources@countrymusichalloffame.org. Due to the high volume of applications, only candidates who enter the interview process will receive communications from the Museum. **No phone calls please.**