



Designer Event Sales Manager

FLSA Status: Exempt

Job Status: Full-time

Work Schedule: Managers are expected to work the number of hours required to complete their tasks. The DE Sales Manager is required to attend the DE meeting on a weekly basis each Thursday at 9:45 A.M.

Reports To: Estate General Manager

Amount of Travel Required: n/a

Messina Hof Company Overview:

Established in 1977, Messina Hof was developed from a family owned and operated vineyard and winery in Bryan, Texas. Messina Hof is dedicated to high quality world-class wine production and genuine hospitality in its winery and resort facilities located in Bryan, Fredericksburg, and Grapevine, Texas. Messina Hof has doubled in size since 2012, and its annual wine production has grown to 200,000 gallons. Messina Hof's continued dedication to innovation, excellence, and family traditions is exemplified in its premium wines of distinction and landmark wine country destinations. It has also been continuously named the most awarded winery in Texas. Messina Hof is made up of a team of honest and passionate people of character that desire to be part of a rapidly growing company in an exciting and thriving industry.

POSITION SUMMARY

This position will oversee the day-to-day operations of the Designer Events staff and sales team. It will also be involved with the direct marketing and selling of Messina Hof Winery and Resort. This position will be responsible for selling and coordinating all Messina Hof In-House and Contracted Events, as well as execution of all events. This position will be responsible for creating and selling new events throughout the year.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Oversee all aspects of the Designer Events department
- Supervise Designer Events staff to include training, discipline, timecard management and managing employee development plans.
- Responsible for achieving sales goals, profitability, budgets, and controlling expenses while maintaining inventory control.
- Responsible for updating the Designer Events Standard Operating Procedures and maintaining a high level of customer service.

- Responsible for safety and protection of departmental employees
- Sell, plan and coordinate all in-house events (including but not limited to Cooking Party's, Wine and Roses Festival, Harvest, Wine Premiere, Murder Mystery Dinners and New Year's Eve Party) and contracted events.
- Responsible for all planning, event set-up, execution and tear down for both In-House and DE events, including the supervision of event staff.
- Responsible for delivering Designer Events invoices and posting Designer Events register on day of event.
- Responsible for receiving full payment for events, including cash and non-cash transactions
- Responsible for on-going organization and cleanliness of the Designer Events Office, Resource Room, Gallery and Barn to meet Messina Hof's high standards of cleanliness
- Perform other duties as required including assisting other departments as needed

POSITION QUALIFICATIONS

Competency Statement(s)

- Two to five (2-5) years experience in a hospitality managerial role.
- Ability to execute and improve existing MH events, as well as design and plan new events
- Experience in management, retail or a related field working closely with the public.
- Able to use a personal computer for register transactions, word processing, spreadsheets and budgeting of expenses incurred, on a monthly basis. Ability to read P&L's and control cost centers.
- Good communication skills, personnel skills, highly motivated, and highly organized.
- Must have active TABC and Food Handler certifications at all times.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand, walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, and crouch. The employee must frequently lift and/or move up to 40 pounds. The employee is frequently required to stand for long periods of time. The employee is frequently required to climb up and down stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

If you have any questions, please contact hr@messinahof.com.

Updated: January 2020