



— SENIOR CATERING EVENT MANAGER —

Nosh Creative Catering is seeking an experienced Senior Catering Event Manager to lead the planning and execution of premium off-site events throughout Northeast Ohio. This is a senior event leadership role with meaningful ownership of client relationships, event files, contracts, timelines, staffing plans, logistics, compliance and on-site hospitality.

The ideal candidate brings a strong background in luxury hospitality, fine dining, banquet leadership or high-volume premium events. They are highly organized, polished with clients, calm under pressure and capable of turning complex event details into a seamless guest experience.

Employment Type:

- Full-time

Compensation & Benefits:

- \$55,000-\$60,000 per year, based on experience, plus gratuity and performance-bonus eligibility

Responsibilities:

- Serve as the primary event-management contact from planning through final payment and post-event follow-up.
- Manage complete, accurate event files in Caterease, including contracts, timelines, menus, staffing plans, rentals, dietary notes and payment status.
- Lead weddings, corporate events, private gatherings, galas, tastings and specialty hospitality programs.
- Direct front-of-house execution from setup-breakdown, including pre-shift meetings, service-team leadership.
- Coordinate venue access, rentals, vendors, transportation, serveware, bar support and event logistics.
- Partner with the Executive Chef on approved menu communication, dietary needs and service timing without independently changing culinary standards.
- Monitor labor, rentals, scope changes and operational costs with appropriate financial awareness.
- Support compliance related to food safety, allergens, alcohol, staff certifications and venue requirements.
- Manage and support approximately \$850,000 in annual catered event sales.
- Oversee food prep at event locations

Required Skills & Qualifications:

- 3-5+ years experience in catering, event management, fine dining, banquet leadership or luxury hospitality.
- Experience managing weddings, corporate events, galas or complex off-site catered events.
- Confidence reading and managing BEOs, timelines, floor plans, rental orders, staffing sheets, contracts and payment schedules.
- Strong front-of-house service instincts and a polished, professional client presence.
- Ability to manage multiple events and deadlines with meticulous accuracy.
- Working knowledge of food safety, allergen protocols, responsible alcohol service and staff training.
- Evening, weekend and select holiday availability; reliable transportation and a valid driver's license.

Preferred Qualifications:

- Caterease proficiency or comparable event-management software experience.
- Experience in boutique/luxury off-site catering.
- Bachelor's degree in Hospitality Management, Event Management, Business Admin or a related field.

— TO APPLY —



To apply, scan or visit noshcreativecatering.com/careers to upload your résumé and application.