



Job Description

Position:	Event Center Lead
Department:	Food and Beverage
Supervisor:	Event Sales Coordinator & Assistant Event Sales Coordinator
Location:	Casino Resort
Employment:	Full-time
Pay Rate:	\$20.00-\$24.00 per hour D.O.E.
License Status:	Key-Employee

Description:

At NWCR, we believe in perfectly planned and delightfully detailed events. The Event Center Lead must have the knowledge and experience to work with the Event Sales Coordinator and Assistant Event Sales Coordinator to help plan and set up all events from conception through completion. This includes a multitude of events including but not limited to weddings, showers, retirement parties, company parties, and banquets. Must be passionate, creative, detail-oriented, and dedicated to providing a memorable experience for attendees. This role will be integral in supporting the demands and needs for all aspects of any event, meeting, and conference planning. From planning the floor layout, set up, service, and tear down. The Event Center Lead must be a team player and willing and able to take on leadership roles and can delegate responsibilities when needed to meet expectations.

Duties and Responsibilities

- Organize and prepare Event Center for any upcoming events. Oversee setup, breakdown, scheduling, and staff coordination for all property events.
- Provide Maintenance with room set up instructions, ensure accuracy and completion within the agreed upon time.
- Assist Event Sales Coordinator and Assistant Event Sales Coordinator on working with a variety of vendors and suppliers to make the most of our budget.
- Assist with keeping event storage areas clean and always organized.
- Assist with the quarterly event center asset inventory count.
- Comply with legal, health, insurance and safety regulations.
- Coordinate when instructed with a variety of departments such as Management, Marketing, Hotel, Golf Course, Purchasing, Maintenance and Human Resources to support in planning, ordering supplies and staffing all upcoming events.
- Work collaboratively with the Executive Chef and FOH Service Manager to confirm food line set-ups and other needs for scheduled events.
- Be the friendly face and point of contact for event attendees and staff.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- Employees must become ServSafe and TIPS Certified within 90 days of employment.
- All employees must be flexible and assume other responsibilities and tasks as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Marketing Department Policy and Procedure Manual.

Minimal Qualifications:

- High School diploma or G.E.D.
- 1+ year of marketing experience, event planning experience, or a combination of both.
- Must have a pleasant and professional demeanor.
- Must have an outgoing, friendly, helpful personality and positive attitude.
- Must possess excellent verbal and written communication skills.
- Must possess excellent listening skills.
- Ability to give and receive clear and concise directives and pay close attention to instructions.
- Must be able to work effectively both independently and with a group.
- Must possess excellent time management skills.
- Basic math, reading and comprehension skills.
- Basic computer knowledge such as Word, Excel, Power Point and Outlook.

- Must be assertive, while maintaining excellent customer service.
- Must be able to work weekends, holidays, and nights; shifts will be scheduled during peak hours of business. You will be expected to be in attendance of events.
- Must be able to pass all pre-employment obligations including drug screening and background check.

PREFERRED QUALIFICATIONS

- 1+ year of experience or education in business management/supervisory or a combination of skills/education.
- 1+ year experience in a casino setting.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Standing, walking and/or sitting for long periods of time.
- Ability to adhere to high standards of personal hygiene and grooming habits.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position if required.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

Date Approved by LVD Gaming Commission:

Date Approved by the Public Enterprise Finance Commission (PEFC): 09/30/2025

Northern Waters Casino Resort

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Sign _____ Date _____

