

PARTY DIRECTOR

At Asheville's Fun Depot, we are impacting lives in a positive manner, while providing wholesome fun for everyone! We love to see families, friends, co-workers and couples building stronger relationships with one another while also having a lot of fun in the process.

The managers of Asheville's Fun Depot are the key leaders of the organization, and responsible for living out our missional goals to the consumer. Not only are they responsible for opening and closing the business, but each manager is also responsible for a particular area within the company. Their job-more so than running an efficient shift-is to provide our customer with an unforgettable experience. Their main responsibility is to make sure Asheville's Fun Depot maintains a great reputation in the community as a professional business.

Our managers need to....

- Start each day with a smile
- Carry a high level of professionalism
- Help our business grow
- Be full of ideas for making our business better
- Have a desire and passion to lead and work with teenagers and college students
- Treat the business as if they own it
- Be organized and mature
- Meet the requirements below

Skills/Requirements

- Experience managing and/or working with teenagers and college students.
- Management expertise including: budgets, events, departments, or the like.
- Marketing knowledge or experience is a plus.
- Party-planning or even experience is a plus.
- Must be able to work a flexible schedule including weekends and evenings.
- Must have an eye for detail, and able to keep our business looking and acting in a professional manner.

Party Manger Mission Statement: To be the best party place in Western NC where parent have the pressure taken off them to enjoy the party, and the birthday person and guests have so much fun that they want to tell everyone about their incredible experience.

Job Summary: The birthday Party Director is responsible for all things related to birthday parties at Asheville's Fun Depot. This person will be responsible for ordering, organizing, booking and staffing birthday parties. The Party Director is also responsible for coming up with creative ideas to grow the business in this area by increasing the total number of parties and the income those parties bring in. In order to increase the total number of parties, the Party Director is responsible for providing current customers with an unbelievable experience. Also, this person will look for ways to up-sell customers, and promote parties to the other parents attending the party. Finally, the Party Director will be responsible for creative ideas to help promote and market birthday parties at Asheville's Fun Depot.

Specific Responsibilities:

- Ultimately responsible for every aspect of the party to make sure that we give the customers a WOW experience.
- Call parents 24-48 hours before the party to review everything with them, and be sure we are doing everything we can to make the party as special as it can be.
- Party room set up correctly with everything the parent asked for and more. Party Director will use a clip-board and checklist for each party to make sure nothing is missed.
- Check the party in progress 2-3 times for quality of service.
- Make sure staff is doing everything they are supposed to do to create an awesome party.
- Read Birthday University materials, and do our parties like the guidelines suggest. This may include attending a Birthday University seminar.
- Run the party department professionally, like it is your own business, including inventory, cleanliness, professional staff, profitability, fresh/new ideas, fun and lastly, excellence in everything.
- Have fun! If you are not smiling, no one will be.
- Keep retail area of parties fully stocked and updated with the latest items. Come up with creative ways to make both go beyond customer's expectations.
- Check every aspect of each party to verify it is perfect.
- Responsible for training, employee reviews and recommendations.