



## **BUTLER**

### **ABOUT JAPAN SOCIETY**

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

### **DESCRIPTION:**

The Butler is responsible for managing the food and beverage service of Japan Society programs and rental events. This includes setting up beverage stations and bars, and arranging food service or other special food preparations. During programs, the butler manages cleanup, keeps food and beverages refreshed, and responds to guest's requests in a professional and courteous manner. When the butler performs as Captain, they also manage additional staff, including bartenders, waiters, and bussers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Set up food and/or beverage stations in a timely manner prior to an event;
- Consult with the Director of Events and Program Officers regarding setup needs;
- Manage the flow of food distribution and replenishing as needed, includes bussing trash and keeping an organized and clean event space.
- Clean up after events and programs, ensuring proper disposal of recycling, trash, and putting equipment away in the appropriate places;
- Notify the Director of Events of inventory stock and equipment;
- When acting as Captain, the Butler trains and manages temp staff to perform assigned duties in a professional manner suitable for Japan Society programs and rental events;
- Other ad hoc duties.

### **QUALIFICATIONS:**

- High School graduate or the equivalent;
- Good command of the English language;
- Previous food and beverage service or event/catering experience;
- Excellent interpersonal skills, with ability to work well in teams and take direction;
- Able to be flexible for changing requirements for events and under different managers;
- Able to work in a multicultural environment;
- Experience in managing diverse teams;
- Able to work evening and weekend hours as needed, with limited notification.

### **HOURS:**

Butlers are notified of assignments in advance on an as-needed basis. Butlers are expected to be available on weekdays, as well as evening and weekends for events and programs.

**To Apply:** Email your letter of interest and resume to the Chief Operating Officer, at [jobs@japansociety.org](mailto:jobs@japansociety.org).