



JOB TITLE

Event Coordinator

SALARY

Hourly wage ranging from \$22.00-\$30.00 an hour; pay rate varies with experience

SCHEDULE

- Full-time hours from March-November
 - Overtime is a requirement during pumpkin season (September and October)
- Part-time hours in January, February and December
- Flexibility to work evenings and weekends as required by event schedules; may be required to work occasional overtime with events

EMPLOYMENT STATUS

- Full-time, hourly position

FULL-TIME BENEFITS

- Health insurance
- IRA
- Paid time off (PTO) after one full year of employment

JOB DESCRIPTION

We are seeking a spirited event professional to oversee various special events around the farm. The ideal candidate possesses exceptional communication and organizational skills, a passion for event planning, and a strong background in customer service.

The Event Coordinator role is responsible for overseeing the lifespan of a special event from start to finish including but not limited to selling, planning, successfully executing, and following up with satisfied clients. A snapshot of day-to-day responsibilities include coordinating event management from initial client consultations to meticulous organization and execution of all event details. Special events take place in the fall during pumpkin season along with the possibility for private functions during the farm's off-season which ranges from approximately March to June. External events are the main focus but there will also be occasional internal events for employees. In addition to managing special events, the role also entails support with guest relations along with pumpkin season responsibilities that may not necessarily fall into the traditional form of an event.

Unique Requirements:

- Must be able to work as part of a team; strong communication skills, both verbal and written
- Creative with ability for strategic problem solving and notable attention to detail
- Desire to deliver memorable experiences for guests
- Ability to remain calm under pressure and confidently handle unexpected situations
- Friendly and enthusiastic personality
- Work inside and outside in varying weather conditions; event days require walking and/or standing majority of the day
- Flexibility in schedule is imperative for months leading up to pumpkin season
- Must be able to lift at least 15 pounds
- Fluent in English
- 21+ years old



Key Responsibilities:

- Sell, coordinate, and successfully execute events from conception to completion, including corporate or social functions
- Create digital event proposals for potential clients in a timely manner
- Conduct site visits showcasing venues and reviewing event packages
- Collaborate with Catering Manager on menu proposals
- Contract negotiation
- Partner with clients to understand their unique vision and requirements for each event; produce detailed event orders for clients and internal team
- Manage budgets effectively including developing budgets, tracking expenses, and ensuring event stays within budget; proficient in Microsoft Excel
- Vendor management, ability to negotiate contracts with vendors/and or suppliers to secure quality pricing and services
- Oversee event setup, manage event flow, and address any challenges that may arise
- Coordinate with Catering team to ensure excellent guest services throughout the event
- Miscellaneous: guest relations support and unique tasks in the fall during pumpkin season

Education and Experience:

- Bachelor's Degree or equivalent from 2-year college and/or technical school in hospitality or business
- A minimum of 2 years' experience in event-related field and/or hands on training in professional special events arena

Testing/Licensing:

- Drug screen
- Criminal background check
- Professional references
- Possession of a valid California driver's license

Is this you? We hope to hear from qualified candidates! Please upload your resume including references with contact information to our job posting in Indeed.