



## **Event Coordinator**

Bluestone Vineyard is seeking a motivated individual to join our team as a coordinator to manage our events. In this position, this individual has the opportunity to expand the offerings for public and private events at the venue. The successful candidate should have solid interpersonal and customer service skills, be passionate about event management, and have an excellent attention to detail. This full-time position offers 2 weeks paid vacation and 5 days of sick time each year as well as holiday pay, and medical insurance.

### **Job Responsibilities**

- Planning, organizing, facilitating and coordinating different types of events, both public and private, indoor and outdoor.
- Creating and executing creative public events such as craft nights, winemaker's dinners, wine seminars, etc.
- Promptly respond to event inquiries with pricing and venue information. Schedule and conduct venue tours. Be able to answer questions about the venue including pricing and included amenities.
- Maintain updated and organized records for all clients and potential clients. Preparing event contracts and ensuring that all contractual obligations are met.
- Supervising and coordinating event staff to ensure events are staffed appropriately and the venue is ready on time.
- Represent Bluestone during events by making sure the needs of the clients are met.
- Ensuring the event venue fulfills health and safety requirements, most importantly upholding ABC regulations.
- Work closely with Bluestone's Marketing Coordinator to advertise and promote scheduled events and the venue itself.
- Achieving monthly, quarterly, and yearly goals by growing and maintaining client base to ensure the success of the venue.

### **Job Skills & Qualifications**

- Must be at least 21 years old.
- Able to work 40-hours per week, must work evenings, weekends and some holidays.
- Bachelor's degree preferred but equivalent work experience acceptable. Experience or degree in event management, hospitality, business, and/or communications.
- Solid communications skills and a friendly, outgoing personality.
- An ability to work independently and as a team. Position reports to Bluestone's Operations Manager.

To apply, please send your resume and cover letter explaining why you would be a good candidate for this position to [jackie@bluestonevineyard.com](mailto:jackie@bluestonevineyard.com).