



Black Star Farms Events (BSFE): Event Coordinator

PURPOSE: To provide operational support to the BSFE manager

PAY RATE: Hourly, based on experience

CLASS: Full-Time. Non-exempt

HOURS: Minimum 40 hours per week, may exceed 50 at peak times

RESPONSIBILITY: Support the BSFE manager and oversee all special events and dinners

REPORTING TO: Black Star Farms Event Sales and Catering Manager

REQUIREMENTS

- Must be at least 18 years of age
- Minimum Bachelor's degree in associated industry or equivalent in experience and training
- Must be able to work evenings, weekends, and holidays
- Flexible schedule
- Must be able to lift up to 50lbs
- Must be able to be on feet for extended periods of time
- Must be able to work in all types of weather conditions during events
- Previous supervisory experience with event execution, Front of House (FOH), hospitality, logistical coordination, event personnel, problem resolution
- TAMs/Tips and ServSafe Certifications (BSF will provide training if needed)

EXPECTATIONS

- Plan and prepare for weekly events and coordinate setup/takedown/delivery of services and supplies with other BSF departments (i.e., Facilities, Inn, Stables, Winery, Food Service, etc.)
 - Detail-oriented, cleanliness, organization
- Co-manage staff responsible for event server activities
- Train and educate staff on proper event procedures through pre-shift ,meetings/ staff timelines
- Ensure events are staffed appropriately by coordinating servers
 - Readiness to fill in any position, if needed
- Work with host/guest of honor to ensure all requests are met
- Define company brand through events
- Ensure staff is adequately prepared for events
- Provide receipts, journals, sales, and costing reports, if needed
 - Weekly wine and linen Inventory





- Ensure the day of events runs smoothly
 - Monitoring intoxicated guests, sound levels, lighting, and overall cleanliness throughout events
- Ensure, if needed, all booths, tables, flowers, decorations, and event décor are set up correctly
 - Responsible for creative in-house event décor, tablescapes, and themes
- Prepare menus and signage for the event
- Manage site visits as requested
- Monitor food and beverage presentation, including main dishes and desserts in order to meet the host's expectations
 - Expediting in the kitchen
- Manage venue to plan the layout of seating and decorations
- Coordinate and monitor event timelines and ensure deadlines are met
- Keep inventory of backdrops, projectors, computers, décor, service ware, and other supplies
- Communicate effectively, both verbally and technically, with clients, your team, and vendors
- Operate efficiently, strategically, and positively
- Assist in training and support with BSFE point of service systems as needed (Toast POS)
- Ensure daily closeout of point-of-service systems and nightly closedown checklist
- Other duties as assigned by the Events Manager
- Log event inquiries

