



EVENT COORDINATOR JOB DESCRIPTION

Our Event Coordinator team members must possess an extensive skill set and qualifications that work together to plan events efficiently and ensure weddings and events run smoothly. You will be working hand-in-hand with our Event & Bar Manager to guarantee our clients have a memorable experience at *foundry 45*.

DUTIES AND RESPONSIBILITIES:

- Tracking all incoming inquiries from our company website, direct emails, social media, and partner recommendations.
- Schedule tours with prospective clients and complete full walk-throughs to answer all venue related questions.
- Follow up with the client after a tour has been given to see if they have any further questions and if they would like a contract written up
- Maintaining a spreadsheet with potential clients
- Keeping our Google calendar up to date with weddings and events
- Schedule and manage the final details with the client one month before event (day of timeline, arrival, vendor arrival times, ceremony start, bar information, beverage package choices, AV needs, speeches, dinner serve time, dances, late night snacks, last call, cleanup, etc.)
- Schedule event support staff to assist with room flips pre and post events (rental events and bands)
- Be present during the event to assist with the clients needs (setting up dessert table, refilling favor tables, managing AV needs (start/stop slideshow, brighten/dim room lights, microphone for speeches), cocktail waitress to the head table during dinner, flip room from ceremony to dinner to reception, check bathrooms and refill as needed, assist with packing up décor at the end of the night, help bus tables of garbage and bar glassware, make sure beverage bill is paid at the end of the night, perform all manager closing duties once the event is over
- Schedule cleaning after events
- Assist Event Manager with Marketing efforts - social media content creation, newspaper ads etc.
- Attend tradeshow and promote venue to outside clients
- Work together with the Bar Manager to coordinate all events

SKILLS AND QUALIFICATIONS REQUIRED:

- Team management and leadership skills
- Excellent communication and interpersonal skills
- Highly organized, creative, detail oriented, motivated and responsible
- The ability to anticipate event needs, prioritize & meet deadlines
- An out-going, people-orientated and fun personality

- Fantastic customer service skills and high expectations for quality
- Problem solving skills and the ability to reflect and consider ways to improve
- Enthusiasm and lots of energy

EDUCATION, EXPERIENCE & LICENSING REQUIREMENTS:

- High school diploma or GED
- Associate degree or higher in management a plus
- Bartender's license
- Prior experience working in a bar, restaurant or event venue
- Supervisory experience

Manager Signature

Date