

Assistant Event Coordinator Job Description, Duties, and Responsibilities

William Chris Vineyards is looking for an Assistant Event Coordinator who will be responsible for providing assistance to the Director of Events by effectively and efficiently planning events, including but not limited to, small intimate gatherings, brunches, luncheons, social hour with Hors d'oeuvres, executive retreats, concierge services, large ticketed dinners, concerts and release parties.

The Assistant Event Coordinator is expected to help the Director on the layout of the venue for events in order to ensure compliance and expectations of William Chris Vineyards and our clients. The position also involves the set up and resetting of the venue immediately after the event has concluded. Must be able to put in place every logistic necessary for the event. In addition, this individual is expected to interface with various vendors necessary for an event on behalf of the Director. They must be very detailed oriented to ensure strict compliance with the budget and be responsible for helping guests secure the best accommodations.

The Assistant Event Coordinator will be required to coordinate and work with the Marketing Division, William Chris Wine Club, Wholesale, Culinary, Production and Ground/Maintenance teams as needed for various events and meetings.

Job Description:

Responsibilities and Duties:

- Assist the Director of Events with clients in order to find out their needs and keep them up to date on the progress of the planning process for their event
- Secure reservations and staffing on POS system
- Ensures the event is supplied in every department
- Prepares financial reports on events with Director
- Manage and schedule the event team, vendors and other WCWC departments during the event
- Set up and take down for all events
- Invoicing and payments
- Managing Inventory of supplies
- Stocking and restocking
- Communicating to all Team Leads involved for events
- Ensure William Chris Vineyards values are considered in all you do
- Perform any and all experiences we offer if necessary

Requirements-Skill, Abilities and Knowledge

- Ability to carry out various tasks efficiently
- Possession of High School Diploma
- Ability to comply with instructions
- Ability to work under pressure effectively
- Ability to communicate orally and in writing
- Ability to lead and work as part of a team
- Proficient computer skills and other office equipment.

- Ability to schedule and efficiently carry out activities within given timeline.
- Ability to listen compassionately to the needs of clients.
- Excellent interpersonal skills
- Proven ability to pay attention to details
- Experience in coordinating events
- Ability to manage and solve problems and conflicts
- Proven project management skill with hospitality related events
- Willingness to get WSET Certified
- TABC and Food Certifications
- POS experience
- Customer Service Experience
- Ability to work long hours on your feet
- Ability to lift 50lbs