



# SUMMERFIELD FARMS

## JOB DESCRIPTION

**Title:** Venue Coordinator  
**Reports to:** Venue Sales Manager  
**Nature of the position:** part-time, exempt (*weekend work is required*)

### Essential Duties:

- Serves as a venue representative
  - Fields client questions leading up to an event
  - Builds strong, positive client relationships
  - Participates in identifying and creating customer enhancing experiences
  - Educates farm guests about our mission and cross sells farm products
- Serves as venue coordinator on the day of the event. Duties to include the following:
  - Serves as an on-site representative on event day
  - Serves as a liaison between client, vendors and the on-site operations team
  - Fields all facility-based questions
  - Works endlessly to ensure guest satisfaction
  - Ensures that contract terms are being met by all parties
  - Works alongside the event operations team to ensure that all venues are set up and maintained in accordance with client's wishes and Summerfield Farm's standards of excellence
- Performs other duties as assigned

### Qualifications:

- Possess an outgoing personality and the desire to provide exceptional customer service.
- Convey a professional image to clientele and partners at all times.
- Great problem solving skills and generates client confidence.
- Bachelor's degree with at least three years of sales or event related experience is a plus but not required.