



SUMMERFIELD FARMS

JOB DESCRIPTION

Title: Venue Coordinator
Reports to: Events Director
Nature of the position: part-time, exempt (*weekend & nighttime work is required*)
Shifts: 10am – 6pm (Subject to vary), 3pm – midnight (Subject to vary)

Essential Duties:

- Serves as a venue representative
 - Fields client questions on event day
 - 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 lead 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.