

Internal Events Coordinator

Our company is looking for an Internal Events Coordinator to make our Singing Water events come to life under the guidance of the company Owners.

Responsibilities:

Key facets:

- Create a warm and memorable experience for the guests, building brand loyalty.
- Run of show planner for internal hospitality and special events with focus on details.
- Represent the Singing Water brand, products, and services with passion and integrity always.
- Acquire and maintain thorough knowledge Singing Water history, wines, and services.

Planning

- Collaborating with the Owners in taking the vision for an event and making it a reality by understanding budget, preferences, key facets, and overall expectations of and for the event.

Event Coordination

- Coordinate and manage all aspects of the event through detailed plans to include:
 - coordinating and working with vendors and sponsors to ensure all contracted services are delivered as agreed upon.
 - communicating with all internal staff members on their role pre, during and post event
- Utilize expert communication tools to layout details such as timelines, critical points of decision, logistics, and deadlines for execution.
- Identify and discuss/implement alternative plans for failures in execution and/or last-minute changes.
- Oversee the set up and execution of the event from start to finish.
- Provide personal service support for the Owners during the event with time management and troubleshooting.

Perform other duties as required including assisting other departments as needed.



Requirements:

- Professional appearance and demeanor, personable, welcoming, with excellent hospitality and customer service focus. Excellent oral communication skills.
- Versatility, flexibility, and a willingness to work within constantly changing priorities.
- Must be able to work weeknight events and weekends.
- Must be able to stand and walk for extended periods as required by job duties.
- Strong organizational, problem-solving, and analytical skills.
- Self-motivated with ability to both vision big and handle details.
- Willing to learn and willingness to remain teachable.
- Proficient in computer programs such as outlook and Microsoft suite.
- Must be able to lift up to 50 lbs. on a regular basis and coordinate multiple tasks simultaneously.
- Must be 21 years old.

Education and Experience:

- Previous experience in event planning industry preferred including knowledge of contract negotiation and vendor management. Experience in fundraising a plus.

Work Environment:

- The Vineyard is comprised of different spaces from the land to the buildings for production, restaurant, tasting room, office, events and open courtyard for visitors/guests/members and entertainment. Due to the nature of this role, being comfortable navigating all environments throughout the Vineyard is a must, including high customer interaction and service.
- Hours will vary based on season; Spring and Fall seasons are highly active with Summer and Winter being less active.
- This position has the option for hybrid on-site/remote based on skills and experience as well as event specific needs.

Company Core Values:

- **C**urate a space for gratitude
- **R**espect others in word and actions
- **A**ccelerate the Business and Brand
- **F**ind your passion
- **T**end to the Customer's Experience and Memories

Singing Water Vineyards provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or any other characteristic protected under federal, state, or local law.