



Part Time Event Coordinator

Overview

The Event Coordinator will manage events at Good City's semi-private and private spaces. Responsibilities include meeting with clients to detail events including menu, bar offerings, timeline, room layout, and payment. A successful coordinator will be extremely organized and be able to manage the logistics of multiple events simultaneously.

Responsibilities

- Introduce self to guest after event is booked
- Provide guest with guidance and timeline for planning event
- Respond to guest questions and messages in timely fashion (24 hours)
- Maintain calendar of meetings and contact with guests
- Check in with events 6 months out and remind guests of timeline
- Host tasting dinner for rehearsal dinners and weddings
- Schedule one month meeting for weddings and rehearsal dinners
- Have final menu, bar offerings, room layout, event timeline, and payment finalized two weeks prior to event
- Attend weekly event meeting and provide thorough event insights for kitchen staff, restaurant staff, and event manager
- Understand the complex needs of different events and diverse clients
- Maintain a working relationship with vendors (parking, linens, bar service, entertainment/DJs, florists, wedding planners etc.). This includes emailing vendor policies to all vendors two weeks prior to event.

Requirements / Qualifications

- Excellent verbal and written communication skills, including ability to effectively communicate with colleagues and external customers
- Excellent computer proficiency
- Familiarity with Tripleseat preferred
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and provide exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard procedures
- Available evenings and weekends
- Prior event coordination experience preferred

All interested applicants should email their resume to info@goodcitybrewing.com.

Thank you for your interest, cheers!

Good City Brewing is an Equal Opportunity Employer and are committed to excellence through diversity.