



WINEHAVEN

WINEHAVEN WINERY, 9757 292ND STREET, CHISAGO CITY, MN 55013 USA
TELEPHONE 651-257-1017 WWW.WINEHAVEN.COM

Job Description: Event Specialist

Summary: Winehaven is one of Minnesota's premier event venues, hosting weddings, corporate events and winery celebrations year-round. Our events are an integral part of the overall winery operation and an extension of our brand. We work one-on-one with each of our clients to craft an event that – through thoughtful choices and unforgettable aesthetics – speaks to their distinct creative vision. We customize our planning services to fit the needs of our diverse clientele, and offer services ranging from event coordination to Full Service Event Planning and Design. We are looking for a talented and experienced Wedding and Event Coordinator to add to our team! This person will be responsible for working directly with clients, communicating with vendors, and running events throughout the year. This person needs to be a “go getter” with a creative eye, a passion for logistics, and a love for the hospitality industry. The position includes a mix of weekday and weekend work.

Job Details:

- Part Time: Approximately 30 hours/week June through September
- Pay: Based on Experience

Job Duties:

- Plan and help execute weddings and events at a Winehaven's Event Center in Chisago City, Minnesota
- Provide venue tours to prospective wedding and event clients
- Facilitate the execution venue rental contracts
- Manage vendors throughout planning process and day-of events
- Ensure client satisfaction
- Support Winehaven's Tasting Room as necessary



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Candidate Requirements:

- Be extremely organized, reliable, and prompt
- Excellent communication skills, including the ability to sell and describe our event services
- Able to prioritize tasks with overlapping deadlines
- Friendly, personable, and works well in a team environment
- Creative problem solving skills and works well under pressure
- Able to work with cross functional vendor teams and work well with these teams during events
- Proficiency with Office Suite (Word, Excel, and Outlook) and computer savvy
- Extremely capable at multi-tasking
- Decisive yet flexible
- Consistently punctual
- Able to successfully relate to a wide variety of personality types
- Able to remain calm and think clearly throughout periods of stress
- Able to be constantly on their feet for up to 4 hours at a time
- Able to lift up to 40 pounds