



Part-Time Event Coordinator Job Description

Red Barn Farms is looking for an onsite part-time event coordinator primarily for weddings at Red Barn Farms. Flexible scheduling within the months of May - October.

Location: Red Barn Farms, 501 Wawawai Road, Colton, WA 99113

Hours: Part-time based on assigned events. Typical hours for the wedding you are assigned would be approximately 18 hours for that week.

- Saturday: Maximum 9:45 a.m – 11:30 p.m. for wedding. Exact time could be shorter, based on guest's event plan.
- Friday: approx. 3:00 – 6:00 p.m. for wedding setup/rehearsal. Exact time determined by guest.
- Wednesday or Thursday Prior: approx. 2 hours of your choice for event review with manager, cleaning/setup of wedding, according to event diagrams and planning forms.
- Monday or Tuesday: approx. .5 hours of your choice to review event setup, contract and special requests with manager.

Pay: Based on experience, approximate range \$18-\$20/hour.

- Description:**
- The primary event and site coordination is for weddings at Red Barn Farms, but may include support for corporate events, concerts, meetings, u-picks or other farm events.
 - Complete event review from Red Barn Farms manager to become knowledgeable of the event schedule, contract, and any special request to support during setup and day of event.
 - During event, the on-site contact person for facility, rental, or operations questions from the guest/wedding part during weddings and special events.
 - This person will gain knowledge of Red Barn Farms operations, property, and policies in order to support the event, make decisions, troubleshoot problems, enforce rental agreement, and answer guest questions in a cheerful yet direct manner.
 - Adaptive to changes, delays or unexpected events in the work environment.
 - Ability to provide exceptional customer service, work independently, and take initiative to see and complete tasks on your own. Be approachable, good at multi-tasking, working well under pressure, and managing time effectively.
 - Notify manager or owners of any maintenance or guest feedback that needs attention.
 - Ability to lift up to 50 pounds, setup and take down tables and chairs, move event equipment and supplies; drive a utility vehicle, hitch and unhitch chair racks, lift and remove trash.
 - Responsible for keeping office, storage room, dressing rooms, bathrooms and kitchen organized and tidy during the event and ensure all guest belongings are removed and guest cleaning protocols are followed at the end of the event.
 - Cleaning and re-setting of barn for next event based on the provided event plan.
 - Previous wedding or event coordination experience preferred, but not required. Training is provided.
 - Event coordinator will have access to Red Barn Farms manager or owners for call/text support if needed during events.
 - Must have reliable transportation to and from property.
 - Other duties as assigned.
 - Non-smoking position.

Apply: Send resume and short cover email to info@red-barn-farms.com
Applications will be accepted until March 8th, 2023 with interviews to follow. Questions and more information at www.redbarnfarms.com or 253-370-6390.