

## Facilities & Event Coordinator for McIntyre Place

### Job Description

**Job Type:** Part-Time

### Position Overview

We are seeking a highly organized and detail-oriented Facilities & Event Coordinator to join our company. In this role, you will be responsible for providing excellent customer service while assisting clients in coordinating events from start to finish including the reservation process, set up and tear down, logistics of the bar, and maintenance of the facility's appearance and cleanliness all to ensure a seamless experience for our clients and their guests.

### Job Description

As an Event Coordinator at McIntyre Place you will play a key role in ensuring the success of events hosted at our event space. Your responsibilities will include but are not limited to:

1. Event Coordination:
  - a. Serve as the primary point of contact for clients, addressing any inquiries, concerns, or requests promptly and professionally.
  - b. Communicate with clients to understand their event needs and preferences.
  - c. Provide guidance on space setup, layout, and logistics.
  - d. Assist clients in coordinating their own vendors, including caterers, decorators, and entertainment if necessary.
  - e. Create event timelines and ensure all details are executed according to plan.
  - f. Conduct venue tours for potential clients and provide information on rental packages.
  - g. Ensure compliance with all liquor laws and regulations.
2. Customer Service:
  - a. Provide excellent customer service to clients throughout the planning and execution of their events.
  - b. Address any client concerns or issues promptly and professionally.
  - c. Assist vendors in resolving any logistical issues that may arise.
3. Event Setup and Breakdown:
  - a. Setup and breakdown of event space, including tables, chairs, linens, and audiovisual equipment.
  - b. Clean, stock, and manage the venue before, during, and after events.
4. Bar Management:
  - a. Manage bar inventory, including alcohol, mixers, garnishes, and supplies.

- b. Set and adjust pricing for beverages in coordination with management.
  - c. Train and oversee bartenders on service standards, drink preparation, and responsible alcohol service.
5. Financial Management:
- a. Create and manage event budgets, tracking expenses and revenue.
  - b. Prepare invoices and process payments for clients.
  - c. Monitor and report on event profitability and financial performance.
  - d. Manage rental agreements, contracts, and payments in accordance with company policies.

## **Qualifications**

- Excellent communication and customer service skills.
- Strong organizational and multitasking abilities, with attention to detail.
- Ability to work flexible hours, including evenings and weekends, to accommodate event schedules.
- Proven experience in event coordination, preferably in a rental space or hospitality setting.
- Knowledge of event planning software and tools is a plus.
- Bar management, including inventory control and pricing strategies, are a plus.
- Bartender license and experience preferred.
- High school diploma or GED equivalent required.

## **Compensation**

\$20 per hour with 20 hours per week guaranteed.

Eligible for tips and bonus opportunities.

If you are passionate about creating memorable experiences for clients and have the skills to excel in event coordination and bar logistics, we encourage you to apply for this exciting opportunity at McIntyre Place.

**About McIntyre Place:** McIntyre Place is a premier rental space specializing in hosting a variety of events, from weddings, receptions, showers and corporate meetings to private parties and community gatherings. We pride ourselves on providing a customizable and flexible experience for our clients.