

# Wright-Locke Farm

## Event Coordinator: Job Description

*Wright-Locke Farm is a 20-acre organic farm located just 20 minutes from downtown Boston. We welcome our local communities to explore sustainable agriculture and open land on a historic farm (started in 1638!) through farm-based education and hands-on involvement, fostering community engagement, land stewardship and appreciation of nature and history.*

**Private events are critical to our mission** -- they help make the Farm financially viable and also share the Farm with individuals who might not otherwise experience the joy of organic farming in New England. Not everyone is looking to get their hands dirty but everyone can enjoy the beauty of Wright-Locke Farm!

### **Job Description:**

Wright-Locke Farm is seeking up to three individuals to coordinate private events held at the farm. Events at Wright-Locke Farm have included everything from baby showers to weddings; brunches, rehearsal dinners, cocktail parties and formal sit-down dinners; dance parties for adults and teens. Events range in size from 20 guests to 200. Plus, we do corporate events!

Event Coordinators are the glue that holds it all together. Onsite from barn open 'til close, your duties will depend on the event and the client. You might be moving furniture, consulting on decorations, relocating the bartender out of the rain, hand-holding, or deciding where to set up the band. Regardless of the event, it is always a lot of fun and you will probably get your hands dirty!

Wright-Locke Farm is a historic organic vegetable and fruit farm located on 20 acres in Winchester, MA. Private event rental includes our historic 1827 barn, corral and surrounding areas. Our private event season runs May through October. Learn more at [www.wlfarm.org](http://www.wlfarm.org).

### **Here are the details:**

#### **Job Expectations**

- Event Coordinators are expected to handle a minimum of four (4) events, May-October; more events will depend on rentals.
- This position is a contract position, meaning you will be paid by the event. Event Coordinators earn a percentage of the rental cost; pay per event will range from \$200 to \$800.
- Events will be assigned based on a coordinator's availability. You will not be expected to cancel personal plans to handle an event.
- There will be 5-7 Event Coordinators for the 2019 season.
- The vast majority of events are held on weekends, most in the evening; events range in time from four hours to all day.

#### **Personal Requirements**

- Event Coordinators must be 21 years of age.
- You must be on-site for the duration of the event, as well as during event set-up and clean-up.
- You must have your own dependable transportation (Winchester is on the commuter rail but the farm is not walking distance).
- Excellent interpersonal skills a must! Background in event planning or coordination helpful but not required.
- You must be able to lift 30 pounds, climb stairs and be comfortable being around animals (farm has free-range chickens, penned goats, dogs, and a cat).

#### **Non-event Requirements**

- Team Meetings: Event Coordinators will meet as a team during the season; how often depends on the number of private events scheduled throughout the season.

- Client Meetings: Event Coordinators are expected to meet with clients for at least one pre-event tour/meeting. Event Coordinators will also be responsible for communicating directly with assigned clients via phone or email, as necessary, throughout the planning process.
- Vendor Contacts: Event Coordinators are responsible for coordinating delivery/pick-up schedules with event vendors.
- Event Coordinators will report directly to, and be supervised by, the Event Manager.

**To apply for this position, please email a resume and short cover letter to:**

**Amy Rindskopf, Event Manager, [arindskopf@wlfarm.org](mailto:arindskopf@wlfarm.org)**