



Job Posting Event Coordinator

TITLE: Event Coordinator

REPORTS TO: Wright-Locke Farm Event Director

STATUS: Part Time, Contract (per event)

COMPENSATION: Competitive pay based size and scale of each event

START DATE: June 2022

[Wright-Locke Farm Conservancy, Inc.](#) in Winchester, MA is seeking Event Coordinators for the 2022 season. Our historic 1827 Barn and brand-new All-Seasons Barn create a picturesque space for a wide range of gatherings! We are currently looking for experienced individuals to manage events from small private affairs to full service weddings and corporate outings. Candidates should be able to work in a fast paced environment and execute a client's needs while representing our values and considering our resources at Wright-Locke Farm. Events range in size from 20 guests to 200. All training will be provided.

Wright-Locke Farm Mission:

The Wright-Locke Farm Conservancy (WLFC) seeks to build broad community and model sustainable practices through active learning, organic agriculture, land stewardship, and an appreciation of our historic New England farm. We grow certified organic vegetables, fruits and flowers for local consumption, offer farm-based educational experiences for people of all ages through structured programs and informal learning, and open our doors for public and private events, providing a venue for recreation, leisure and gathering. We are situated on 20 acres just 20 minutes from downtown Boston.

Job Description:

Wright-Locke Farm is seeking individuals to coordinate private events held at the farm. Events include everything from baby showers to weddings, brunches, rehearsal dinners, cocktail parties and fundraisers, formal sit-down dinners, and more. Events range in size from 20 guests to 200. We also do corporate events. **Private events are critical to our mission** -- they help keep the Farm financially viable and also share the Farm with individuals who might not otherwise experience the joy of organic farming in New England. We recognize that not everyone is looking to get their hands dirty but, through events, everyone can enjoy the beauty of Wright-Locke Farm!

Event Coordinators play a critical role in the safe, positive, and successful execution of our events. Onsite from event beginning to end, duties will depend on the event and the client but can include moving furniture, consulting on decorations, relocating the bartender out of the rain, "hand-holding" hosts through the process, or deciding where to set up the band. Regardless of the event, it is always interesting and a lot of fun!

Job Expectations:

- Event Coordinators are expected to handle a *minimum* of four (5) events, June-December (timeline can be flexible)..

- 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.
- The vast majority of events are held on weekends, most in the evening; events range in time from 4 hours to all day.
- Event Coordinators will check in weekly with the Event Director.

Job 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 are 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 (the farm has free-range chickens, penned goats, dogs, and a cat).
- 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 Director.

Desired Skills and Abilities:

- Proficiency with Google Suite and familiarity with social media platforms, primarily Facebook and Instagram.
- Demonstrated ability to lead and communicate respectfully, patiently, and effectively.
- Have a friendly, positive attitude and be able to adapt to changing environments and circumstances.

Employee Perks:

- Free organic produce “seconds”
- A discount on select items in Farm to Go
- Wright-Locke Farm t-shirt
- Being part of a supportive, dynamic, and fun team in an easy-going environment!

Wright-Locke Farm Conservancy is dedicated to providing an inclusive and welcoming environment to all, regardless of and not limited to race, religion, color, age, national origin, military service, physical appearance, gender identity or gender expression, sex or sexual orientation, or physical or mental ability or disability. We do not tolerate harassment in any form. Please join us in respecting everyone.

If you are interested in working as an Event Coordinator please send a resume and cover letter to the Event Director, Ambika Wali Patel, at events@wlfarm.org as soon as possible.

Thank you!