



Private Events Job Description - Event Specialist Intern

About Us

Welcome to Becker Farms, a place where you can experience the same care and compassion as a team member that our guests sense every day when they visit the farm. Becker Farms is a family owned and operated agri tourism destination specializing in service, hospitality, and quality artisan products. Our establishment consists of a real working farm, Bakery, Winery, Brewery, and Private and Public events divisions. With over 50 team members and over 50,000 annual visitors it is up to us to shine as our customers experience what we have to offer. Not only will this position give you flexibility in showing your creativity but will provide you with a great learning experience and leave you with an invaluable sense of accomplishment.

Event Specialist Intern Job Description

As an Event Specialist Intern, the individual will be standing for most of the shift. One will be expected to follow a fast pace to keep up with the demands of the job. One will also be responsible for assisting with any private event duties assigned by the Event Coordinator and must be able to eloquently speak to the client and manage the team quickly and effectively.

General Management of all procedures that take place on the event floor include but are not limited to the following items

- Must be punctual
- Emotionally strong and professional at all times
- Proper sanitation and cleanliness
- Coordinate with set up supervisor
- Greet clients and maintain a presence on the floor
- Receive items and maintain items from clients
- Brief team on agenda for the event
- Aid and manage breakdown of the event
- Collaborating with kitchen for proper food service times
- Keep storage of banquet items neat and clean
- Double check setup and survey physicality of event to make sure everything is up to standard
- Floor must be properly cleaned and sanitized by the end of the event
- Must be able to lift 30 pounds



Other responsibilities include but are not limited to the following

- Must have great communication skills and speak eloquently and professionally
- Must work with poise and enthusiasm
- Must help coordinate with all Private Events personnel including Sous chef, Team leader, Events Coordinators, Banquet Set up supervisor, and Servers
- Responsible for assisting with the coordinating of private events such as bridal showers, baby showers, and other private events
- Responsible for assisting with the coordinating of public event guest reservations and events
- Assist in taking photographs of both private and public events for social media use
- Must be available to work flexible hours including holidays and weekends
- Must train under a captain 3 times before leading an event on his/her own
- Must captain 3 events before working as an event specialist on his/her own

Dress Code

Professional business attire. Comfortable closed toed shoes. No denim. No fashion forward styles. No overly tight fitting garments. On event days attire should match that of the clients guests to blend into the crowd.

Schedule

Approximately 10 - 20 hours EX: Friday - Sunday or as needed August - November. Some Mondays may be scheduled to assist in day to day office duties.

Compensation- \$9-\$12.00/hr, depending on experience

Send Resume to: privateevents.beckerfarms@gmail.com