

# Round Trip Brewing Co.

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## Event Coordinator

### Description

The Events Coordinator is an experienced professional with the ability to manage administrative, planning and logistics duties in support of all private events and joins the team in planning and executing public events at our two locations – Atlanta West Midtown and East Cobb. This role will be responsible for selling, coordinating, implementing, and executing events that range from 15-440 that delight customers and support the growth of the business. This individual must be a highly motivated and organized person with strong project management, administrative and event experience.

Coordinating events is serious business, but we don't take ourselves too seriously. We create a friendly environment for memorable experiences. Flexibility, a sense of humor, and an eye for future improvement are important. We value an openness to trying new things and to revising ideas or strategies that need improvement. While the role is based in Atlanta, there will be travel required to East Cobb for sales and event support.

### Responsibilities

Event Sales

The Events Coordinator is responsible for selling and planning all private and public events booked at Round Trip West Midtown and Round Trip East Cobb, coordination with the local team, and onsite execution of key events.

- Generate leads and new business through internet searches, telephone and email solicitations, referrals, networking, and professional and community organizations to achieve revenue goals
- Uses negotiating skills and creative selling abilities to close on business and negotiate contracts
- Responsible for achieving sales goals
- Conducts S.W.O.T analysis of competitors
- Conducts customer site visits
- Responds to all leads within 24 business hours
- Recognizes opportunities to maximize revenue opportunities by up-selling and offering enhancements

### Event Planning

- Responsible for accurate reporting of booked business and forecasted revenue using provided software
- Coordinates set-up of food, beverage, room, decorations and other services as requested by the client. Assists the client in selecting a caterer or choosing a menu depending on location
- Details banquet event orders in a timely manner to the Front and Back of House teams and ensures that they are accurate and all requirements are communicated and completed to the client's specifications
- Participates in the weekly staff meeting to review all banquet event orders for the next week and ensure that brewery staff are prepared for any changes to regular operations

### Hiring organization

Round Trip Brewing Co.

### Employment Type

Full-time

### Beginning of employment

January 2024

### Job Location

1279 Seaboard Industrial Blvd NW,  
30318, Atlanta, GA

### Base Salary

\$ 40,000 + 5% commission on  
event sales

### Date posted

24 October 2023

- Coordinates with Front of House management to ensure appropriate staffing levels for events
- Creates diagrams for events that have special room set ups
- Creates all beer, room, and buffet labels for each event and ensures they are printed and ready for the front of house team
- Responsible for the organization and cleanliness of all event storage areas and equipment
- Inputs all event charges into Tripleseat/Stripe and verifies billing accuracy in Stripe and Tripleseat
- Conducts bill reviews with the clients upon request
- Responsible for collecting and properly recording event deposits and final payment
- Closes out all events in a timely manner
- Follows up with customer post-event
- Assists accounting with recording event invoices
- Responsible for brainstorming and creating a public events calendar with other managers and coordinates with the GM & Director of Hospitality
- Performs other duties as assigned

#### Event Execution

- Function as the on-site contact to client for larger, key events that require more logistical support at Round Trip West Midtown
- Supervise the set-up of all events to include placement of furniture and linens according to the banquet event order specifications
- Visually inspect event set up and equipment prior to functions for cleanliness, proper inventory, and set up
- Coordinates with the Front of House and Back of House teams and customer to ensure consistent, high level service throughout pre-event, event and post-event phases of events
- Identifies operational challenges associated with his/her group and determines how to best work with the front of house and back of house team and customer to solve these challenges and or develop alternative solutions

#### In-House Events

- Participates in the entire life cycle of Round Trip in-house events such as the Anniversary party and Oktoberfest, including pre planning meetings, execution, and postmortem meetings to discuss any areas of improvement with relevant internal parties

#### Qualifications

This position participates in supervising employees who are working public and private events in the location.

#### Required Qualifications:

- 2-4 years relevant experience in event planning
- 1 year of experience in a leadership or supervisory role
- Must be available to work evenings and weekends
- Must be able to travel to Round Trip West Midtown and Round Trip East

Cobb

- Must be able to be onsite for key events at both locations
- Proficient in Google Office
- Excellent written and oral communication skills
- Strong interpersonal skills with a high level of professionalism
- Must be able to lift 40 lbs and perform the physical requirements of the job
- Must be able to bend, lift, reach, and stand on your feet for many hours
- Valid, unrestricted driver's license

Desired Qualifications:

- Previous experience in the craft beery industry
- Experience with event and taproom management software such as TripleSeat and Arryved Point of Sale
- Bachelor's degree in Marketing, Hospitality or related discipline
- Event sales experience
- Event management experience

### **Job Benefits**

Benefits provided as a full-time employee include:

- Health Insurance covered at 50% for employees, plans available for spouses and dependents
- Dental Insurance
- Vision Insurance
- 401K with 3% company match
- Ten days Paid Time Off in addition to brewery holidays
- 50% on taproom beer & branded merch, 20% off gift shop & to-go beer, one free shift beer each shift
- Employee airline miles program
- Flexible to hybrid work environment
- Flexible schedule

Round Trip Brewing is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We welcome all applicants who believe they meet the minimum requirements of available positions, with or without reasonable accommodation, to apply.