



Job Title:      Event Coordinator

#### About Us...

Zaca Mesa Winery & Vineyards is a family-owned and operated business located in the heart of Santa Barbara County's premier wine growing region. Established in 1973, we fuse the past with the present by combining Old World Winemaking practices with innovative farming and vineyard techniques.

Our location, surrounded by the San Rafael Mountains offers stunning office views of both vineyard and mountain landscapes.

#### About Our Open Role...

We are seeking a motivated and enthusiastic individual to join our dynamic sales and hospitality team as an Event Coordinator. This person is responsible for assisting with all private events and daily tasting room activities to ensure guest satisfaction and operational efficiency.

The major responsibilities of this position include:

- Assist Event Manager with private event setup and function as the winery on-site coordinator during events.
- Provide venue tours under the direction of the Event Manager for prospective event booking clients.
- Respond to customer event inquiries via phone, email, or through venue website platforms.
- Pour tasting flights to both small and large groups. Engage, serve, and manage several customers at the same time, with the focus of creating an authentic wine tasting experience.
- Assist Event Manager and Direct-to-Consumer Manager with coordination of winery and club events.
- Create opportunities to promote the sale of wine, club memberships, events, and merchandise to customers; and utilize point of sale system to complete transactions.
- Participate in monthly department objectives and goals which may include wine sales, wine club sign-ups, phone sales campaigns and customer outreach programs.

#### About You...



Words that people use to describe you include energetic, friendly, organized, and diligent. You perform well under pressure while maintaining a cheerful outlook. You excel at creating a hospitable environment for guests, especially during high-traffic weekend days and events. You are a collaborator who is accountable and dependable and appreciate that, in a small business environment, everyone pitches in to ensure tasks are complete and team goals are achieved.

#### What You Bring...

- Minimum of one-year related experience in hospitality, retail, or restaurant service.
- High school diploma or AA degree; or a combination of education and experience.
- Proficient in point-of-sale systems and Microsoft Office.
- Excellent verbal, written and interpersonal communication skills.
- Willing to work holidays (closed on major holidays), weekends, and extended hours.
- Ability to stand for extended periods of time.

#### What We Offer...

We are a team of wine industry professionals and enthusiasts alike. If you enjoy events, sales, and hospitality, and would like to provide the ultimate wine country experience, we would be interested in having you join our resolute team. We offer sales incentives to reward exceptional performance in addition to a competitive salary. We provide extensive training, tools, and, most of all, first-class wines to sell, to set our applicants up for success.

Salary Range: \$17.00/hour-\$18.00/hour

Please email your cover letter and resume to **Kristin Bryden**, [kristin@zacamesa.com](mailto:kristin@zacamesa.com). We look forward to meeting you!