



EVENTS COORDINATOR

ABOUT THE ROLE:

**WEATHERLOW FARMS SEEKS A
AN ENGAGING FARM EXPERIENCE**

**RELIABLE INDIVIDUAL LOOKING FOR
IN BEAUTIFUL SOUTHCOAST**

MASSACHUSETTS. THIS POSITION WILL BE RESPONSIBLE FOR OVERSEEING THE MARKETING AND EXECUTION OF OUR PRIVATE AND PUBLIC EVENT SCHEDULE. THIS JOB IS PART-TIME AND IS LARGELY SEASONAL. THE FARM HOSTS 6-8 PRIVATE EVENTS A SEASON (MAINLY REHEARSAL DINNERS AND WEDDINGS) AND A SIMILAR NUMBER OF PUBLIC EVENTS INCLUDING OUR PICNIC DINNERS, THE WESTPORT FILM SERIES AND MORE. FOR THOSE SEEKING FULL TIME EMPLOYMENT, THIS JOB COMBINES WELL WITH OUR RETAIL MANAGER POSITION TO CREATE A YEAR-ROUND FULL-TIME POSITION. PLEASE SEE OUR OTHER JOB LISTINGS FOR MORE INFORMATION.

ROLES & RESPONSIBILITIES (PRIVATE):

**FIELD INITIAL INQUIRIES & DISTRIBUTE MARKETING MATERIALS
CONDUCT PROPERTY / VENUE TOURS
NEGOTIATE CONTRACTS
COORDINATE OUTSIDE VENDORS
DAY OF EVENT OVERSIGHT
SERVE CLIENTS PROFESSIONALLY AND ACT AS A SPOKESPERSON FOR THE FARM**

ROLES & RESPONSIBILITIES (PUBLIC):

**ASSIST IN DEVELOPMENT OF EVENT SCHEDULE
COORDINATE MUSICAL ACTS / FOOD PROVIDERS
OVERSEE SALES & MARKETING EFFORTS
DAY OF EVENT COORDINATION & OVERSIGHT
SERVE CUSTOMERS PROFESSIONALLY AND ACT AS A SPOKESPERSON FOR THE FARM**

QUALIFICATIONS:

**PREVIOUS EVENT MANAGEMENT EXPERIENCE
ABILITY TO REPRESENT THE FARM IN A PROFESSIONAL MANNER
ENTHUSIASM FOR WORKING ON A FARM AND PROMOTING LOCAL PRODUCTS
LOVE OF GOOD FOOD AND BEAUTIFUL FLOWERS
SELF-STARTER WITH A SERIOUS WORK ETHIC, ABILITY TO WORK INDEPENDENTLY**

COMPENSATION:

STARTING AT \$20/HOUR. COMMENSURATE WITH EXPERIENCE.

HOURS:

**LOW SEASON (OCT-MAY) – 5-10 HOURS/WEEK
HIGH SEASON (JUN THRU SEP) – 15-20 HOURS/WEEK
POTENTIAL FOR ADDITIONAL HOURS FOR THOSE SEEKING FULL TIME EMPLOYMENT**

ABOUT WEATHERLOW FARMS:

WEATHERLOW FARMS RAISES THE HIGHEST QUALITY GRASS-FED BEEF, LAMB, CHEVON, PASTURED PORK AND POULTRY IN THE SEASIDE TOWN OF WESTPORT, MA. WE GROW A CURATED SELECTION OF FLOWERS AND FOLIAGE FOR WEDDINGS AND SPECIAL EVENTS. ALL IS CARED FOR EMPLOYING ENVIRONMENTALLY SUSTAINABLE AND SOCIALLY RESPONSIBLE PRACTICES WHICH FOCUS ON THE SPECIAL RELATIONSHIP BETWEEN LAND, ANIMAL AND FOOD. WE HOST FARM EVENTS THROUGHOUT THE YEAR, INCLUDING FARM-TO-TABLE DINNERS, WORKSHOPS, WEDDINGS, AS WELL AS PRIVATE DINNERS AND COCKTAIL PARTIES.

VISIT US AT: WWW.WEATHERLOWFARMS.COM

PLEASE SEND A COVER LETTER AND RESUME TO HELLO@WEATHERLOWFARMS.COM

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