



EVENT COORDINATOR

Full Time (40 hours/week)

Detroit City Distillery is seeking a full time Event Coordinator for The Whiskey Factory.

The Whiskey Factory is one of the city's most unique private event venues. Located between Downtown and Eastern Market, the venue is steeped in history and heritage. It once housed Goebel's Brewery, and decades later, the Stroh's Ice Cream factory. Today the site is home to Detroit City Distillery, creator of small-batch spirits – whiskies, gins, and vodkas.

We launched the space in 2018 with much acclaim. The venue is completely booked for 2023 and rapidly filling up for 2024. We are seeking an event coordinator to help us execute unforgettable, experiential events ranging from weddings to large scale corporate events to intimate fundraising dinners. As the event grows, we are seeking a creative, organized individual to grow with us.

The primary responsibility of the Event Coordinator is to execute contracted events at The Whiskey Factory. The Event Coordinator will provide day of support for staff, caterers, and vendors for load-in, event execution and load out. Responsibilities include opening the venue space morning of and closing after the event concludes and assisting with everything in between. Additional duties may include contract execution, client communications, and other duties as assigned.

Learn more about the space at www.whiskeyfactorydetroit.com and more about our distillery at www.detroitcitydistillery.com

Job Duties:

General Duties. Including, but not limited to, the following:

- Support operations of event space at the Whiskey Factory
- Assist event sales team and help manage bookings
- Manage and communicate with venue staff on the day of.
- Assist a large array of vendors ranging from food, music, event production and more
- Assist pre- and post-production of events ranging from weddings to concerts
- Support event staff planning and attend most events.
- Set up of space and prep for bar service
- Manage bar staff on event days
- Give tours of venue space to potential clients
- Event ideation and planning
- Communicating with clients daily such as responding to leads and scheduling walkthroughs for the Event Sales Manager
- Creating floor plans, finalizing event orders, scheduling, and hosting tastings for couples, creating and sending out checklists to clients
- Create an unforgettable environment for guests and clients
- May help with other essential distillery functions such as bottling, shipping, selling, etc.

Knowledge, Skills and Abilities:

- 21 years of age or older
- Availability to work on Friday and Saturdays.
- Experience or education in hospitality, customer service and events
- Strong listening and problem-solving skills
- Self-motivated with excellent organization skills
- Handle and maintain confidential information.
- Multi-task several activities and duties simultaneously.
- Function and act independently.
- Work well with people, in a team environment, and to communicate effectively
- Function in a fast-paced environment, under short time constraints, and within established deadlines.
- Basic design skills a plus
- Ability to lift and carry up to fifty (50) pounds at a time
- Prior experience in a bar/restaurant industry is desirable but not required

Compensation

- Competitive salary paid out bi-weekly based on experience

Benefits

- You have the option to enroll in the DCD employee health care plan immediately. While DCD does not financially contribute to employee health care currently, you may make contributions from your biweekly paycheck on a pre-tax basis. More information to be provided upon acceptance of employment.
- You can enroll in our 401K program after six months of employment. We offer a full match up to 3% of your salary. More information to be provided upon acceptance of employment.

Submit your resume to Alyssa Young, Event Sales Manager at Detroit City Distillery and The Whiskey Factory at alyssa@detroitcitydistillery.com by March 17th.