

EVENT/ VENUE COORDINATOR

The Ivy Table is a non-profit pay-it-forward cafe in Brighton, MI. Our mission involves using food and hospitality to provide faith, hope, and love to those around us. Our cafe is a welcoming space where the entire community, regardless of story, circumstance, or financial means is invited to gather for fresh, healthy, and delicious food.

The Event/ Venue Rental Coordinator will help schedule and manage rental of The Ivy Table's space when the cafe is not operating (primarily nights and weekends), interacting with guests in a way that represents the values of The Ivy Table and maximizes overall customer satisfaction.

GENERAL RESPONSIBILITIES (Part-time, Approx 10-20 hrs/week,)

1) Event Scheduling

- Responds to inquiries/answers questions about the space and its availability
- Arranges tours
- Manages venue rental contracts
- Manages the venue rental calendar
- Coordinates catering needs with kitchen manager
- Corresponds with upcoming renters
- Sends recommended vendors list as needed
- Oversees rental deposits and payments

2) Event Oversight

- Is on site (or has delegated someone to be) throughout duration of event
- Makes sure rental space is ready upon clients arrival
- Checks that all used areas of building are clean after event and trash has been taken out
- Turns off lights and locks doors
- Charges overage or clean up fees as needed
- Suggests policy or procedure changes that improve rental experience

3) Special Event planning

- Work with Ivy Table team to create & implement special community enrichment events
- Coordinating speakers or vendors as needed
- Helping with promotion or ticket sales
- On-site coordination day of event, as needed

Qualifications Needed:

- Unwavering commitment to the mission of the The Ivy Table
- Ability to lift 40 pounds
- Demonstrated organization and communication skills
- Experience with event planning
- Strong computer skills
- Ability to prioritize, make decisions quickly that are sound, and exercise good judgement.
- Outgoing, positive personality
- Strong work ethic

**This is only a preliminary job description, which will likely evolve over time.*