

BRAVE & MAIDEN

E S T A T E

Job Title: Events Manager
Reports to: Estate Director
FLSA Status: Full time/Regular/Exempt

About the Position

Brave & Maiden Estate (BME) has a simple mission: craft extraordinary wines and share them with unforgettable hospitality. And we are committed to building a team to make that vision a reality.

The Events Manager (EM) is a new position, and will be an integral part of BME's Hospitality team. The EM will work closely with our Tasting Room and Membership Manager to be responsible for creating world-class and memorable experiences for our guests. This is an opportunity for a creative individual who loves event design and execution to help grow BME's event channel.

ESSENTIAL FUNCTIONS

- **Event Administration:** Operational management for all aspects of event planning, including but not limited to: telephone and email communications, first point of contact for all event inquiries, proposals and contracts, vendor/rental orders, calendar management, and event payment processing.
- **Event Design:** The EM will lead the creative and strategic planning for all events that will represent BME's brand and engage BME fans.
- **Event Execution:** Lead site visits with prospective clients. Setting tables, chairs, and necessary items during event set up. The EM will serve as the manager on duty during events, from beginning set up till tear-down is complete, including overseeing BME employees and responding to guest questions or issues in a professional manner. You act as liaison and knowledgeable, professional representative to event clients, guests, and vendors.
- **Budgeting:** Provide quarterly P&Ls reporting event sales to Estate Director and Ownership.
- **Communication:** Ensure all stakeholders, from clients to vendors to staff, are fully informed of all relevant event details to ensure seamless events.
- **Holiday Gift Program:** Oversee BME's Holiday packages gift program. This includes designing holiday packages based on current inventory, building and processing orders in the POS system, managing corporate orders, and ordering necessary holiday and shipping supplies.
- **Travel:** Occasional travel to represent BME in the marketplace.

About You

- **Spirit of Hospitality:** You genuinely enjoy providing excellent guest experiences. You want to set a new bar for regional hospitality; thinking outside of the box, both creatively and unconventionally to deliver an unforgettable event for our guests.
- **Work Satisfaction:** When you work hard on an event for weeks or months, watching it conclude successfully is deeply satisfying.
- **Grace Under Pressure:** You are at ease in a fast-paced work environment. You adjust quickly to changing priorities, and with a positive can-do attitude. You address event-related challenges as they arise to ensure guest satisfaction and efficiencies.

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Requirements

- 2+ years of event management experience
- 2+ years of customer service experience
- Understanding of wine and wine making preferred
- Ability to work independently with minimal direct supervision
- Proficient computer skills including Gmail, Google Workspace, and POS systems
- Ability to work evenings and weekends as required
- At least 21 years of age and hold a valid driver's license

Physical Requirements

Following are a few physical requirements that must be met by an employee to successfully perform the essential functions and key responsibilities of this position.

- The ability to work in a constant state of alertness and in a safe manner at all times
- Frequent operation of computer and other office equipment
- The ability to stand for long periods of time, but also sit at a workstation, walk, climb stairs, bend, lift, twist, pull, push, carry, grasp, reach and stoop as needed, and lift and carry up to 50 pounds

How to Apply

Email cover letter and resume to work@braveandmaiden.com.