



GLENORA

WINE CELLARS

Winery • Inn • Restaurant

Setting the Standard of Excellence Since 1977

Wedding & Events Manager

Veraisons Restaurant – Inn at Glenora Wine Cellars

Glenora Wine Cellars seeks an experienced, professional and highly motivated Wedding & Events Manager who possesses a good imagination, an eye for detail, and sound business sense. Excellent communication skills and the ability to work with all types of people is essential.

Job Description/Position Summary:

The Event Manager will organize, facilitate and execute special events such as weddings, corporate receptions, birthday parties, anniversaries, showers, and other events as assigned. This position works closely with the Inn Manager, Restaurant Manager and the Executive Chef to execute a seamless event.

Duties/Responsibilities:

Event Development

- Cultivate new business through bridal show, regional sales calls, mailings or internet-based marketing (with the assistance of the marketing department)
- Provide property tours to solicit events

Event Planning

- Work with and make recommendations to clients to determine needs for the event such as type of venue, amenities, and budget
- Produce budget forecasts, creative option sheets, checklists, event requisitions, schedule of events, and any other event related materials
- Use our web-based program (Total Party Planner) to create event sheets, estimates for the clients/ Glenora team for planning and direction

Event Coordination

- Negotiate and execute all contracts with adherence to corporate standards
- Confirm deliverables with all parties prior to the event
- Successfully implement standard business practices and established customer services standards throughout the course of a given event

Event Execution

- Attend events, as required, to ensure deliverables are being met, ensure event adheres to schedule, as well as handle any situation that may arise from start to finish
- Manage vendors and onsite logistics throughout the event day
- Supervise event staff when applicable

Skills & Qualifications:

- 3-5 years of proven experience planning weddings, corporate level meetings and events or similar hospitality experience
- Must be able to work nights, and work weekends as necessary
- Excellent verbal and written communication skills to work with all levels of management effectively
- Strong budgeting, research, and analytical skills



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Skills & Qualifications Continued:

- Excellent negotiation and vendor management skills working with vendors (i.e., caterers, florists, tent rentals, etc.)
- Ability to take initiative, assume responsibility and work independently on multiple tasks in a fast-paced environment as well as work effectively within a team
- Computer proficiency in Microsoft Applications, with ability to learn new systems

Position Type: Full-Time Exempt

Compensation: Commensurate with experience: \$60,405 to \$62,000 annually, plus service charges. Full benefits

Reports to: General Manager