Position: **EVENTS ADMINISTRATOR**

Status: Full time, hourly with benefits

Department: Event Planning

REPORTS TO: Culinary and Event’s Manager’s

APPROVED BY: Vice President of Hospitality Services

Date: May 2022

**Shaker Village of Pleasant Hill**

Shaker Village of Pleasant Hill (SVPH) is on a mission to inspire generations through DISCOVERY, by sharing the legacies of the Kentucky Shakers. SVPH is committed to bridging historic preservation, land conservation, engaged learning and warm hospitality to present an unrivaled destination experience.

Home to the third largest Shaker community in the United States from 1805 until 1910, SVPH manages the country's largest private collection of original 19thcentury buildings and is the largest National Historic Landmark in Kentucky. Onsite amenities at SVPH include overnight accommodations, dining and catering services, retail shops, event and meeting venues, riverboat rides, historical exhibitions and tours, farm and garden area, nature preserve, multi-use trail system, equestrian stable and an extensive calendar of special programs, activities and events.

**Shaker Village EVENT PLANNING Department**

**The Catering & Events Department supports the mission of Shaker Village by creating outstanding experiences for guests attending group functions and Village-wide events.**

**Position Summary**

The **Events Administrator (EA)** provides support to the Events Team. Under the direction of the designated Manager, the EA works with prospective and contracted corporate, social, and internal groups to ensure inquiries receive timely responses and logistical aspects of events are communicated and fulfilled. Providing direct administration support for the Event Planning Team.

**Responsibilities and Duties**

* Provides daily support to the Event Planning Department, liaising with the Director of Village Events to receive and process requests for the department.
* Responsible for data entry of necessary group information into Maestro and creating contracts pre-event for approval and finalization.
* Collates and distributes correspondence for team, as needed.
* Maintains and updates client files and ensures that all information is included in file.
* Assists with on site hosting of events as needed.
* Perform other duties as assigned by the Culinary and Catering Event Manager(s).

**Skills and Qualifications**

* Ability to multi-task with excellent organizational skills and thorough attention to detail.
* Ability to meet deadlines without compromising consistency in the process.
* Willingness to learn, study and become knowledgeable about all Shaker Village activities, special events, amenities and guest experiences, requiring constant research and collaboration with staff, as needed.
* Ability to work independently and complete tasks and projects.
* Demonstrate good judgment, analytical, decision-making and problem-solving abilities.
* Is flexible and willing to embrace change/shift priorities on a regular basis.

**Mental and Physical Requirements**

* Ability to maintain concentration with constant time pressures while meeting deadlines.
* Ability to maintain visual attention for considerable lengths of time.
* Ability to sit and stand for considerable lengths of time at times in confined spaces and close proximity to other employees.
* Ability to operate computers and general office equipment. Performs on-hand duties such as data entry and generating reports.
* Helps to set up for events and other functions as needed.

**Working Environment and Conditions**

* Requires high energy level; is actively engaged and is up-to-date on all events.
* Requires working non-traditional hours, including evenings, holidays and weekends.
* Works outside with exposure to all weather conditions as needed.
* Ability to left, bend and stoop on uneven surfaces and stairs.

**Education, Experience and Training**

* Associate degree and/or 3-5 years of experience in a support role in the Hospitality Industry.
* Proficient Computer skills (including all Office products, familiarity with PMS and POS systems is a plus)).
* Hiring subject to background check.
* Ability to multi task, prioritize and work in a fast paced environment.
* Hotel/Resort and catering experience preferred.