



Job Title	Event Coordinator	Job Category	FTYR
Pay	\$20 - \$22 DOE		
Reports to	Director of Experiences	Supervises	N/A
Start Date	TBD		
Schedule & Availability	Ability to be onsite for events, including evenings, weekends, and holidays as required. Flexible schedule based on event volume. Working from home is not accepted unless specifically approved by management.		

Position Summary

The Event Coordinator is the primary administrative and operational contact for external event rentals at The Original Montana Club and Tea Room. This entry-level role requires a highly organized, detail-oriented individual with excellent communication skills and exceptional hospitality. The Event Coordinator manages client communication, coordinates event logistics, handles billing, and ensures a seamless, professional experience for all guests.

Essential Job Functions

- Serve as main contact for external rental inquiries via phone, email, and in person
- Conduct venue tours and explain rental policies, pricing, capacities, and inclusions
- Lead external event setup, ensuring everything is up to standard
- Be onsite for events to ensure smooth execution and act as client liaison and venue representative
- Prepare and manage client invoices, deposits, and final balances
- Track payments and maintain accurate records of contracts and event details
- Conduct post-event follow-up and gather client feedback
- Proactively address client concerns to maintain high satisfaction standards
- Deliver exceptional hospitality at all times, representing the Club's brand and service standards
- Assist the Director of Experiences in execution of internal events and take direction as needed
- Willingness to vacuum, clean, and maintain event spaces, including bathrooms
- May act as server or assist with other event duties as needed

Preferred Skills & Background

- Entry-level; prior event or hospitality experience a plus but not required
- Exceptional written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and deadlines
- Professional demeanor and exceptional hospitality skills suitable for a private club environment
- Must be able to handle a high volume of events and work effectively within a team

**Physical Requirements**

- Ability to stand, walk, and move throughout the venue for extended periods; on your feet for several hours
- Must be onsite for events, including evenings, weekends, and holidays
- Ability to lift and move light to moderate objects as needed for event setup, including occasional furniture
- Ability to assist with serving or other event duties as needed
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