

JOB TITLE EVENT SUPERVISOR
COMPANY PAINTED ROCK ESTATE WINERY
LOCATION PENTICTON, BC
CONTACT LORA HENRIKSEN | EVENTS@PAINTEDROCK.CA



PAINTED ROCK
ESTATE WINERY

EVENT SUPERVISOR

We are looking for an enthusiastic event supervisor to assist with onsite events. As the Event Supervisor, you will be responsible for assisting our Event Coordinator with day-of execution of weddings as well as Painted Rock onsite events, (such as wine club dinners). You will also be responsible for assisting with coordinating wine club shipments, group wine tastings, and regular wine shop tastings as required.

For this multi-facet role, you will be working closely with our Event Coordinator and Wine Club Manager to accomplish your responsibilities. This role includes supporting the tasting room staff when necessary and ensuring our high standard of customer service is maintained.

As the Event Supervisor you will be the onsite face of Painted Rock, therefore you will be expected to welcome guests to the property, while educating and guiding them through their visit to create an exclusive Painted Rock Estate Winery experience.

We are looking for an individual who holds a combination of proactive leadership skills and has a genuine interest in weddings, events and wine.

RESPONSIBILITIES

- Assist Event Coordinator with the daily operations of events to ensure our high-quality standards are maintained and exceeded
- Work alongside the Event Coordinator to ensure each event runs seamlessly
- Responsible for timely setup, service and cleanup of events
- Maintain high standards of safety, cleanliness and organization during events
- Lead by example with a hard work ethic, appearance and professionalism
- Communicate effectively with Event Coordinator to provide valuable event feedback
- Track and report event inventory to Event Coordinator
- Supervise and assist event vendors as necessary to ensure Painted Rock service standards are being upheld
- Supervise and assist event vendors with event clean up to ensure responsibilities are met in a timely manner
- Assist with event setup/tear down as necessary
- Ensure indoor and outdoor areas of the venue are always clean, organized and ready to welcome all guests
- Assist Wine Club Manager with execution of annual wine club shipments as required
- Assist Wine Club Manager with wine tastings as required
- Attend and assist Event Coordinator and/or Wine Club Manager with offsite Painted Rock events as necessary

DESIRED SKILLS

- Minimum 2 years event experience, preferably in a supervisory role
- Excellent communication skills both verbal and written
- Strong customer service skills, able to exceed guest expectations
- Strong team player, able to empower team to excel
- Take initiative in resolving issues
- Able to build strong rapport with event vendors, encouraging open communication and collaboration
- Strong ability to manage time efficiently while handling multiple tasks under pressure
- Must be organized, efficient and have great attention to detail
- Able to work flexible hours, must be available to work weekends, late nights and holidays as needed
- Previous experience in boutique, premium wine sales and/or hospitality considered an asset
- Experience with point-of-sale transactions and cash handling considered an asset
- Able to lift 40 lbs repetitively and stand for extended periods of time
- Must be 19 years of age and hold a valid Serving it Right certificate & Food Safe Certificate
- Knowledge of wine and passion for the industry considered an asset