

# Event Coordinator Job Description

## About Lydia's Sugar & Slice

Lydia's Sugar & Slice is a locally owned bakery, coffee bar, and craft cocktail café located in historic St. Charles, Missouri. Lydia's is built on the belief that food and beverage experiences create meaningful connection and community. We specialize in house-made desserts, handcrafted beverages, private events, educational classes, and seasonal guest experiences.

Our brand is warm, welcoming, and community-driven. We strive to provide high-quality products, memorable hospitality, and creative experiences that bring guests together.

## Position Summary

The Event Coordinator is responsible for planning, organizing, communicating, and executing Lydia's public events, private rentals, classes, off-site events, and deliveries. This position serves as the primary liaison between guests, management, staff, and vendors to ensure events run smoothly and reflect Lydia's brand standards.

The Event Coordinator supports both sales and operational execution while maintaining strong guest relationships and internal communication across departments.

## Employment Details

- Hourly Position
- At-Will Employment
- Hours fluctuate based on event calendar and seasonal demand
  - Average Weekly Hours (Annualized)
    - 20 - 26 hours per week
  - Peak Season Weekly Maximum
    - 32 - 38 hours per week
  - Light Season Weeks
    - 10 - 15 hours per week
- Includes evening and weekend availability
- Average weekly hours vary depending on event volume

# Core Responsibilities

## Event Planning & Coordination

- Create and manage event listings and ticket sales
- Communicate with guests regarding bookings, tickets, and event details
- Coordinate event logistics including timelines, layouts, and materials
- Assist in developing seasonal event concepts and programming
- Maintain master event calendar and scheduling accuracy
- Ensure all event details are finalized within required timelines

## Client & Guest Relations

- Serve as primary contact for event inquiries and consultations
- Provide clear communication regarding event expectations, policies, and logistics
- Maintain positive and professional guest relationships
- Address guest concerns and provide solutions when needed

## Cross-Department Collaboration

- Communicate event needs with Kitchen Manager and Back of House teams
- Coordinate staffing and service flow with Front of House Manager
- Partner with Social Media and Marketing team to promote events
- Present event details and updates during management meetings

## Event Execution

- Oversee event setup and preparation
- Lead guest check-in and event hosting when required
- Monitor service flow and guest experience during events
- Provide support to instructors, vendors, and entertainers
- Ensure event timelines remain on track
- Oversee event breakdown and space reset

## Sales & Administrative Duties

- Assist with rental consultations and package development
- Create invoices and process event orders through POS and catering systems
- Track attendance, guest counts, and event performance
- Assist with vendor coordination and off-site event planning
- Maintain inventory of event supplies and materials

## Off-Site Events & Deliveries

- Assist with coordinating and executing dessert deliveries and event setups
- Support vendor booth participation at markets and community events
- Coordinate logistics including transportation, setup, and breakdown

## Skills & Qualifications

### Required Skills

- Strong organizational and time management abilities
- Excellent verbal and written communication skills
- Ability to multitask and manage multiple deadlines
- Customer service and hospitality mindset
- Attention to detail and problem-solving skills
- Ability to work independently and as part of a team
- Ability to remain calm and professional in fast-paced environments

### Preferred Experience

- Event planning or hospitality experience
- Customer service or service industry experience
- Experience with scheduling, POS systems, or ticketing platforms
- Basic understanding of food and beverage service operations

## Physical & Scheduling Requirements

- Ability to stand and move for extended periods
- Ability to lift and carry event materials or supplies
- Availability to work evenings, weekends, and seasonal events
- Flexibility to adjust schedule based on event needs

# **What We Are Looking For**

We are seeking someone who is:

- Organized and proactive
- Guest-focused and relationship-driven
- Detail-oriented and reliable
- Comfortable balancing planning and hands-on execution
- Passionate about creating meaningful guest experiences
- Adaptable and willing to assist across departments when needed
- Excited to contribute to a growing small business environment

## **Growth Opportunity**

This role provides opportunities to develop leadership skills, event program development experience, and hospitality management knowledge within a collaborative and creative environment.

## **Additional Information**

The following pages of this packet include:

- Detailed Event & Coordination Responsibilities
- Lydia's Annual Event Calendar Overview

These materials are provided to give applicants a clear understanding of the scope and expectations of this position.