



## **Hospitality & Special Events Coordinator**

### **WHO WE ARE:**

Dry Creek Vineyard, one of Sonoma County's premier family-owned legacy wineries, is seeking a Hospitality & Special Events Coordinator to join our incredible team! We are a group of passionate, fun-loving professionals whose dedication to fine wine and connecting with others is at the heart and soul of each bottle we produce and sell. Now in our 53rd year of operation, we are firmly committed to a "No Compromises" mentality, producing appellation-focused, terroir-driven, varietal-defining wines. We are 100% certified sustainable, and we care deeply about our wines, our customers and each other. If our philosophy speaks to you, we want YOU to be a part of our team!

### **WHO WE'RE LOOKING FOR:**

The Hospitality & Special Events Coordinator will work closely with the Hospitality Manager to plan, coordinate, and execute memorable events that bring our brand to life. From hosting intimate tastings to orchestrating large-scale celebrations, you'll thrive on creating unforgettable guest experiences while keeping an eagle eye on every last detail. You'll help ensure our winery always shines — whether by arranging stunning seasonal décor, managing event vendors or greeting guests with a warm smile.

You've probably worked in hospitality or events for 3–5 years, where your natural hosting skills and love for teamwork have earned you a reputation as the ultimate people pleaser. You've been known to turn a guest's frown upside down with your quick thinking and problem-solving savvy. You live for organized chaos — your planner is color-coded, your event kits are always stocked, and you never forget to check the weather forecast before a big day. Perhaps you even have a knack for floral arrangements or would love to learn!

This role requires a creative, reliable and detail-obsessed individual who can juggle multiple priorities with ease. You'll collaborate across teams, think on your feet, and bring your enthusiasm for wine and hospitality to every event. Experience with event coordination, POS and reservation systems like Commerce7 and Tock, and a keen eye for design are essential.

### **RESPONSIBILITIES INCLUDE:**

- Assisting in the creative development, planning and execution of winery special events, including management of vendors, staffing and budgets.
- Supporting hospitality operations, including coordinating and hosting VIP experiences, private events and group bookings.
- Keeping our public-facing spaces well-maintained and aligned with brand standards.
- Collaborating with the marketing team to promote events and develop branded collateral.
- Acting as a warm and knowledgeable host for tastings, events and off-site promotions.

If you're passionate about crafting meaningful experiences, thrive in a fast-paced environment, and love the intersection of wine and hospitality, we want to hear from you!

Send your resume and cover letter to [careers@drycreekvineyard.com](mailto:careers@drycreekvineyard.com) to apply.

The pay for this role ranges from \$24.00 to \$30.00 per hour. Experience, skills, and qualifications will determine the actual wage.

Schedule is Friday to Tuesday.

### **QUALIFICATIONS:**

- Minimum of 3-5 years related experience in special event & hospitality coordination.
- Strong host and public-speaking skills.
- A keen eye for design and aesthetics.
- Knowledge of wines and wine production.
- Excellent written and oral communication skills.
- Excellent presentation skills.
- Floral design capabilities, or willing to learn.
- Strong organizational, problem-solving and analytical skills.
- Ability to manage priorities and workflow.
- Professional appearance and demeanor.
- Versatile and flexible, with a willingness to work under competing priorities with enthusiasm.
- Excellent customer service skills.
- Ability to work effectively with a variety of individuals at all organizational levels and the public.
- Good judgment with the ability to make timely and sound decisions.
- Demonstrated ability to make successful presentations to individuals and/or groups.
- Passion, enthusiasm, focus, creativity and a positive outlook.
- Intermediate computer skills in Word, Excel and Outlook; ability to learn new software programs with ease.
- A basic understanding of reservation systems such as CellarPass and Tock, and POS systems such as Commerce7 and WineDirect.