Job Description

Title: Venue Coordinator

Reports to: Event Manager

Department: Hospitality

Job Type: Full-Time Position

The Venue Coordinator at the Art of Living Retreat Center provides seamless event logistics and exceptional guest experiences. This position entails coordinating venue setup, including furniture arrangement and equipment setup, overseeing venue cleanliness and maintenance, and providing support during events. The Venue Coordinator takes ownership of set-up and break-down activities and ensures the venues are clean, organized, and prepared for each event. The ideal candidate has previous experience in venue coordination or event management, strong organizational and communication skills, and a keen eye for detail.

Responsibilities

- Collaborate with the event manager, coordinator, and organizers to understand their requirements, provide venue recommendations, and ensure smooth event logistics.
- Take ownership of all aspects of venue setup, including furniture arrangement, equipment setup, audiovisual assisting, and signage placement, to meet the specific needs of each event. You will be responsible for all set-up and breakdown of each venue.
- Ensure the cleanliness and tidiness of the venues before, during, and after events, including thorough cleaning and maintenance tasks. This includes regular cleaning and upkeep of the venue spaces.
- Proactively assess upcoming event requirements and submit maintenance tickets to ensure that all venues are equipped with the necessary items and setups, contributing to the seamless execution of events.
- Coordinate with vendors and suppliers to arrange event services, such as tables, chairs, lifts, audiovisual equipment, lighting, and security, and ensure timely and efficient delivery.
- Stock water and tea in each event space to ensure guests have refreshments readily available.
● Be available on call for event emergencies and promptly address any issues or concerns to ensure the smooth execution of events.
● Act as the primary point of contact for event organizers, vendors, and internal departments, effectively communicating important information, answering inquiries, and logistics related to set-up, breakdown, and cleaning.
● Recruit and train new volunteers to assist with venue coordination and execution.
● Supervise the work of volunteers, providing guidance and support as needed.
● Ensure volunteers are effectively integrated into Slack event teams and perform their duties efficiently.
● Coordinate and ensure that blankets used in the venue spaces are collected and sent to the laundry for cleaning every Sunday.
● Provide necessary equipment, supplies, and materials to teachers and events leaders.
● Walk guests to their events on the first night, ensuring they feel welcomed and directed to the correct location.
● Conduct role calls for teachers to see if any guests are missing and take appropriate action to locate and assist them.
● Monitor event execution and promptly address issues or emergencies, ensuring seamless event experiences.
● Ensure compliance with all applicable regulations, health and safety standards, and venue policies.

Qualifications
● Previous experience in venue coordination, preferably in a hospitality or retreat center environment.
● Strong organizational and multitasking skills, with meticulous attention to detail.
● Excellent communication and interpersonal skills, building and maintaining positive relationships with clients, vendors, and team members.
● Proactive problem-solving abilities and the capacity to handle multiple tasks and priorities in a fast-paced environment.
● Knowledge of event planning, logistics, and vendor management.
● Experience in venue cleaning, set-up, and breakdown is essential.
● Proficiency in using event management software and Microsoft Office suite.

Employee Perks:
● Subsidized on-site housing with free Wi-Fi
● Subsidized meal plans are available
● Complimentary meditation and yoga classes
● Complimentary participation in our Signature Happiness & Silence Retreats
● Opportunities for advancement within the organization
● Employee Appreciation Events - Bonfire, Dinner, Kayaking
● Opportunity to engage in a wholesome lifestyle of self-sufficiency, meaningful work, inner development, and accomplishment

If you’re passionate about providing exceptional guest experiences, have a keen eye for detail, and thrive in a dynamic environment, we invite you to join our team as a Venue Coordinator at the Art of Living Retreat Center. Apply today to be a part of our mission to create transformative and enriching retreat experiences for our guests.

**About the Art of Living Retreat Center:**

Established in 2012, the Art of Living Retreat Center is an extension of the Art of Living Foundation’s longstanding dedication to health, happiness, and Ayurveda worldwide.

Our community thrives on a spiritual and wellness-oriented ethos. While prior experience in this field is not required, a genuine understanding and appreciation for this lifestyle are essential. We encourage individuals who resonate with our mission to seize the numerous prospects for personal growth available to them.