



Job Description: Events Manager

Job Title: Events Manager

Type: Full-Time, Exempt, Salaried

Location: Philo Ridge Farm, Charlotte, Vermont

Our Culture

Philo Ridge Farm is a beautiful, productive, diversified farm at the forefront of innovation and conversation around our food system. Our practices are founded in regenerative agriculture to facilitate soil revitalization, and repair the ecosystem of Vermont's Champlain Valley. We aspire to support the food, farmers, and the incredible bounty of the region.

The 400-acre property is used for a mixture of activities and operations including: fruit, vegetable and flower production, a diversified livestock and haying operation, and a growing food service and hospitality program. We are in our fourth year of production at the farm, and beginning our second calendar year of operating an on-farm market, food service, event space and processing facility.

The market provides a retail outlet for all that we grow and raise on our farm. We have a prepared-foods counter, butcher shop, a full-service cheese program, as well as farm-fresh produce. The market also sells grocery and specialty housewares that highlight and support Vermont's artisans. Connected to our market is a fully restored barn that will offer a range of educational workshops and events that will further the conversation around food and provide fun and engaging activities for our community.

We believe in treating our employees, animals, and the soil with respect and care, and we strive to foster a supportive and flexible work environment. We encourage the open exchange of ideas amongst our staff, as we want each member of our team to be able to contribute to the growth and direction of Philo Ridge. All of our employees embody the spirit of sharing, growing together and learning.

Position Overview

Events and programming are a cornerstone of the mission and business model of Philo Ridge Farm. The Events Manager is responsible for developing and leading events programming that encompasses public community events, private events, classes and workshops, facility rentals,



fundraising initiatives for non-profit organizations, and team building and educational events for the Philo Ridge Farm staff.

The Events Manager reports to the Culinary Director, and will work closely with the Culinary Director to facilitate a detailed events program, systems for pricing and event logistics, events marketing and recruiting, and management of seasonal event staff – including an active role in team building and staff development within Philo Ridge Farm. The Events Manager will often be the face of Philo Ridge Farm to our community and will be responsible for creating programming that reflects our vision and values, including collaborating with the Education Manager to develop programming and education at the farm. The Events Manager is also responsible for developing the annual events program, budget, and financial goals. Hours and workload will change weekly depending on the events schedule, requiring flexible scheduling and availability.

Primary Responsibilities

Event Planning

- Lead all event planning aspects, such as location, menus and guest list.
- Understand the complex needs of different events and diverse event partners, and communicate effectively with those partners
- Work with, train, and lead front of house staff customer service during the planning, set up, and execution of events
- Coordinate event entertainment, recruit musicians, performers, and guest speakers that bring energy to the farm and also offer stimulating and productive educational opportunities in line with the farm's mission
- Manage and oversee events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, organizing vendors, and managing event take-down and clean up
- Develop and improve event management systems, marketing collateral, and staff checklists to reduce labor and improve event service
- Coordinate with and engage the managers regarding programming, messaging, and use of facilities, keeping managers and Board members abreast of upcoming events schedule and format
- Establish an annual plan for events programming including: public events, ticketed events, facility rentals and private events, and team building, enrichment, and education events for staff
- Coordinate and collaborate high level decision making with Philo Ridge Farm Board members and managers, where appropriate

Administration

- Lead the creation of an annual budget for the events program
- Track budget to actual performance over the course of the year



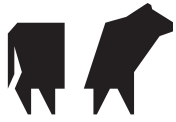
- Create pricing structures with appropriate margins that reflect the regional events market
- Issue invoices and collect payments in a timely manner
- Create comprehensive and readable financial reports
- Manage contracts with outside consultants, contractors, photographers, and vendors
- Research and secure additional permits as needed for events

Marketing and Communications

- Share the story of Philo Ridge Farm through events programming, staff trainings, and community events
- Develop a strong and consistent brand for Philo Ridge Farm and utilize effective and well-planned marketing strategies to promote events
- Actively recruit private rentals, mission-aligned public events, and community programming to fill an annual events calendar
- Cultivate a deep understanding of the working aspects of the farm and the farm history to inform compelling, informative and accurate public and private farm tours
- Confidently share the Philo Ridge Farm story with guests

Candidate/ Position Qualifications

- Minimum three years management experience in events planning and execution, including managing event staff
- Deep knowledge and experience managing food and beverage events, with bar and fine dining experience preferred
- Strong multi-tasking skills and ability to stay calm under pressure and changing scenarios
- Knowledge and passion for local food and agriculture
- Works well in a team setting and willing to pitch in to help but also a self-starter who is able to work independently
- Able to work in a fast-paced and dynamic environment
- Shows professionalism and poise when interacting with guests, co-workers, and the Board
- Extroverted personality and a love of engaging with different types of people
- Attention to detail and an aesthetic eye
- Consistent punctuality in attendance and ability to work weekends and weekdays, nights and mornings
- Ability to develop procedures, and instruct and train others in their use
- Physical and environmental requirements: continuous standing and occasionally carrying heavy loads; occasional environmental exposure to cold, heat, and water
- Ability to work weekends and nights, as needed
- Valid Driver License
- Minimum of two professional references



**PHILO
RIDGE
FARM**

Compensation

Compensation will be commensurate with experience.

Application Process

Candidates should send a cover letter, resume, available start date, contact information, and reference contact information to jobs@philoridgefarm.com. Qualified candidates will be contacted directly. No phone calls please.