



SACRAMENTO COCKTAIL WEEK- SEPTEMBER 10-16, 2017

We are proud to present the 10th Annual Sacramento Cocktail Week, a celebration uniting local bartenders, industry leaders, fine spirits, fresh products and artisan cocktails. Founded in 2008 by cocktail enthusiasts Erick Castro and Joe Anthony Savala, Sacramento Cocktail Week (formerly Midtown Cocktail Week) celebrates Sacramento's artisan cocktail movement and innovative bar programs.

ABOUT THE POSITION- EVENTS COORDINATOR

We are looking for an experienced contract Events Coordinator. The successful candidate will have an integral role before and during this year's Sacramento Cocktail Week (SCW). You will be the main point of contact during the event (September 10th- 16th, 2017) for our vendors, sponsors and attendees. You will be expected to attend every official Sacramento Cocktail Week event and represent the Executive Committee throughout the week. Prior to Sacramento Cocktail Week, you will be an integral part of the planning of this event as well.

Job responsibilities will include, but are not limited to:

- Supporting the SCW Executive Committee as the main point of contact for vendors, sponsors and attendees the week of Sacramento Cocktail Week.
- Booking vendors for SCW events and providing instructions prior and during the event. Receive deliveries, provide payments and make sure all vendors delivery product on time and set-up is on time.
- Working with venues hosting SCW events to make sure events run smoothly.
- Assisting with event budgets related to event expenses.
- Working with Sacramento Cocktail Week sponsors and making sure their sponsorship benefits are fulfilled.
- Working with the PR and Marketing firm for Sacramento Cocktail Week (The Grid Agency) to make sure website, programs and social media are up to date.
- Coordinating volunteers before and during Sacramento Cocktail Week.
- Provide general administrative support to the SCW Executive Committee as needed.

You are the ideal candidate if you can work independently and as a team member, if you have the drive to go above and beyond what you've been asked, you are familiar with the Sacramento bar and restaurant scene and you have proven event planning experience. Candidates must be 21 years of age or older and must have a car.



This is a contract position and requires a commitment to the following schedule. Meetings every Friday (starting ASAP) from 2 p.m. to 4 p.m.

May- 10 hours

June- 15 hours

July - 20 hours

August- 40 hours

September - Full-time availability September 5th-16, 2017.

Compensation will be discussed during interviews. To apply for this position, please send the following materials to emily@sacramentococktailweek.com For more information on Sacramento Cocktail Week, please visit our website at: sacramentococktailweek.com

- i. A brief PDF cover letter explaining why you would like this position.
- ii. Your resume as a PDF attachment.
- iii. Links to your social media profiles
- iv. Anything else that's creative and shows a bit about who you are.

No phone calls please. Top candidates will be contacted regarding an interview.

Interviews will be held the week of May 1st in Midtown Sacramento. The position is scheduled to start ASAP.