

Private Event Coordinator & Wine Specialist

Location: Carboy Winery

Schedule: Seasonal role with variable hours

Carboy Winery is seeking an enthusiastic, hospitality-driven **Private Event Coordinator & Wine Specialist** to join our team. This hybrid role blends event sales and coordination with hands-on tasting room service. The ideal candidate thrives in guest-facing environments, enjoys working for tips, and is highly self-motivated, with the drive to actively book and grow private events.

This role is perfect for someone who loves wine and loves people, excels at relationship-building, and wants to play a meaningful role in creating unforgettable guest experiences.

To apply, contact barbie@carboywinery.com or bring a resume in person to Carboy Winery at Mt. Garfield Estates, 3572 G Road, Palisade, CO 81526

Role Overview

This position is split between:

- **Administrative Event Coordination** (approximately 5-10 hours per week, in season)
- **Wine Specialist / Floor Leadership** (approximately 20–25 hours per week during peak season, including events)

The person in this role must work on the floor as the lead Wine Specialist for the events they book, earning tips during event service.

You will work directly with the General Manager on all aspects of this role, requiring clear, professional, and timely communication.

Key Responsibilities

Private Event Coordination & Sales

- Serve as the primary point of contact for private event inquiries including weddings, birthdays, corporate gatherings, and celebrations
- Actively generate, pursue, and convert event leads — this is a self-driven sales role with strong earning potential
- Manage the full event lifecycle: inquiry response, tours, pricing, contracting, deposits, and final details
- Prepare and send contracts using DocuSign
- Coordinate event logistics to ensure seamless execution
- Upsell event package enhancements and wine offerings when appropriate
- Maintain organized event records and booking documentation
- Collaborate closely with the General Manager on strategy, pricing, availability, and execution
- Regularly post on Facebook business page regarding ongoing events, in collaboration with the Social Media Manager
- Work offsite representing the company at annual events such as trade shows and festivals

Wine Specialist & Floor Leadership

- Work regular tasting room shifts as a Wine Specialist
- Serve as the lead on the floor during booked private events
- Deliver warm, engaging wine experiences for guests
- Confidently sell wine, wine club memberships, and merchandise
- Act as a go-to leader on the floor during busy shifts and events
- Support and mentor fellow tasting room staff during events

Compensation & Incentives

This is a **hybrid hourly + tipped + commission role**:

- **Event Coordination/Admin Hours:** \$20/hour
- **Wine Specialist Floor Hours:** Minimum wage + tips
- **Event Booking Commission:** 5% commission on all booked events
- **Wine Club Sales Commission:**
 - \$19 per Entry-Level Membership
 - \$30 per Mid-Tier Membership
 - \$40 per Top-Tier Membership

Earning potential increases significantly for candidates who are proactive and motivated to sell wine club subscriptions and book a high volume of events.

Schedule & Seasonality

- **Peak Season (April–November):**
 - 4–5 days per week
 - Approximately 25–30 hours per week total across both roles
- **Off Season (December–March):**
 - Limited hours
 - Approximately 2–3 days per week
 - Fewer total weekly hours, dependent on events and business needs

This role includes evenings, weekends, and holidays, particularly during peak event season.

Qualifications

- Strong hospitality and guest service skills
 - Background or interest in event planning preferred
 - Highly self-motivated, organized, and sales-driven
 - Comfortable working in a tipped service environment
 - Proficient in Google Suite (Docs, Sheets, Gmail, Calendar)
 - Experience with DocuSign or similar contract platforms
 - Familiarity with event contracts and booking processes a plus
 - Excellent written and verbal communication skills
 - Ability to communicate clearly and professionally with guests, vendors, and leadership
 - Positive, upbeat attitude and team-first mindset
 - Patience and attention to detail
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Perks & Benefits

- A glass of wine at the end of every shift
- 30% employee discount on wine and merchandise
- Complimentary Wine Club Membership (12 bottles per year)
- Fun employee team-building opportunities
- Hands-on experience in event sales, hospitality leadership, and wine education