

# DEVOUR STUDIOS

## A CENTRE FOR CULINARY & CULTURAL INNOVATION

<b>Position:</b>	<b>Events Coordinator for Devour! Studios</b>
<b>Organization:</b>	Devour! Studios (Slow Motion Food Film Fest Society)
<b>Reporting to:</b>	Devour! Management Team (Executive Director & Managing Director)
<b>Position/Type:</b>	Part-Time Contract
<b>Compensation:</b>	Annual Retainer + Hourly Rate Per Event

**Scope of Work:** As the Event Coordinator for Devour! Studios, you will be the primary liaison between clients and the organization. Your responsibilities will encompass overseeing the entire event process, starting from contract signing through to event day supervision. You will ensure that all logistics and services not only meet but exceed client expectations. In this dynamic and growing environment, you will collaborate closely with clients to recommend options that enhance the participant experience. Your role will involve effective communication, attention to detail, and proactive problem-solving to deliver memorable and successful events. This is the first year for the Studios, and we anticipate hosting a minimum of 45 events, with plans for continued growth that will lead to a full-time position in the future.

### Key Areas of Responsibility:

#### Client Relations:

- Serve as the primary liaison with clients to coordinate all event details.
- Provide regular updates to clients on planning progress and suggest necessary adjustments.
- Collaborate with clients to recommend options that enhance the participant experience.
- Keep Devour! Studios management informed of planning status and immediately report any major issues related to services or supplies.
- Negotiate and document adjustments to services or supplies on event day, while monitoring expenses to stay within budget and promptly communicating any potential increases to the client for approval.
- Maintain ongoing communication with the client throughout the event.
- Oversee all service components on event days to ensure high-quality delivery.

#### Event Management & Staffing:

- Coordinate logistics and services to ensure the event meets and exceeds client expectations.
- Build and maintain strong relationships with third-party service partners.
- Coordinate support services with third-party partners as needed.
- Assess event staffing needs based on venue policies and assign tasks to staff and volunteers per event.
- Be on-site for the entire event, or designate a staff member to manage setup, teardown, and cleanup.
- Interview, onboard, train, schedule and supervise on-site event staff from Devour! Studios.
- Ensure all event components are executed to a high standard during event days.
- Submit necessary HR paperwork and timesheets for event staff as required.
- Prepare invoice checklists for events, collect all necessary invoices, and liaise with accounting to ensure timely processing and accuracy.

#### Qualifications:

- Minimum 5 years of experience in special event planning or a related field.
- High energy, flexibility, and a positive attitude with sound judgment.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office Suite, Google Docs, and other relevant software.
- Excellent negotiation, leadership, and planning abilities.
- Capable of managing multiple tasks and details simultaneously, with effective problem-solving skills.

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- Experience managing costs and working within budget constraints to achieve optimal outcomes.
- Ability to remain calm and effective under pressure in a fast-paced environment.
- Discreet and knowledgeable about appropriate protocols for various situations.
- Committed to client privacy and confidentiality.
- Experience working with executives, donors, and VIPs.
- Strong interpersonal skills and ability to engage with a diverse client base.
- Experience managing and orienting staff and volunteers for events.
- Strong customer service orientation and volunteer management skills.
- Excellent organizational, project management, and time management skills, with the ability to think creatively and work with limited resources.
- Able to work effectively both independently and as part of a team.

### **About Devour! Studios:**

[Devour! Studios](#) is a versatile rental space ideal for hosting events ranging from small gatherings to large-scale productions. With modern amenities and a vibrant atmosphere, our Studios provide a creative backdrop for any occasion. Conveniently located and fully equipped, we are dedicated to delivering tailored experiences to meet each client's needs.

### **How to apply:**

Interested candidates should **email their résumé and cover letter to [lia@devourfest.com](mailto:lia@devourfest.com) by Friday, April 4, 2025, at 5:00 PM AST.** Devour! The Food Film Fest (Slow Motion Food Film Fest Society) is committed to equal opportunity employment. We appreciate the time and effort of all applicants, but only those selected for an interview will be contacted. Thank you for considering a career opportunity with us.