Ohio Winer Producers - Event coordinator

Overview

The Major Event and Public Relations Coordinator (ME & PR) is a part to full-time hourly position. The ME & PR reports directly to the Executive Director (ED).

Vintage Ohio

- Coordinate the Vintage Ohio festival sponsored by the OWPA.
- Oversee sponsorship development
- Track and participate in the coordination of including, but not limited to: booth space, food vendors, entertainment, tickets, marketing and public relations of the event, all correspondence pertaining to the event, organize setup and tear down, and follow-up after the event.
- Liaison with the Lake Metroparks Farmpark Vintage Ohio field coordinator
- Track and participate in the coordination of winery participation
- Keep the Executive Director and the Festival committee abreast of all aspects of the festival
- Attend office and festival meetings as necessary.

Secondary events, including, but not limited to Winter Wine Affairs, Vintage Ohio South and others developed by the association

- Responsibilities similar to the those for Vintage Ohio

Wine marketing conferences: including but not limited to License to Steal, the Ohio Grape and Wine Conference, the Preview Day for emerging wineries and other marketing programs as they develop

- Coordinate speakers’ schedules
- Gather biographies and program details for speakers

Perform other duties as requested by the Executive Director

General Office Duties

- Answer phones when necessary and route messages to appropriate personnel.
- Assist in all mailings
- Assist in preparing materials for wine trail events
- Greet office visitors.
- Keep updated and accurate files on all projects.
- Keep work area organized and orderly.
- Attend regularly scheduled office meetings.
- Lift one case of wine (up to 30 pounds).
- Travel to necessary trade shows including Wine Conference in Columbus in February and License to Steal on the East Coast in March.