



## Lavender Oaks Farm - Venue Concierge Role & Responsibilities

### About Lavender Oaks Farm:

Lavender Oaks Farm is a 60-acre private family farm located in Chapel Hill, NC that grows 9 varieties of lavender, cascade hops, and features two restored century old timber frames barns available to rent for private events, log cabins, our Lavender Boutique selling our handmade lavender products, and provides a variety of farm experiences year-round highlighting our lavender and majestic forest setting.

### Venue Concierge:

The Lavender Oaks Farm Venue Concierge is an *exciting new part time position* in the Agritourism area of our farm event business ranging from 20-25 hours per week depending on event assignments. There are two positions available with a start date of January 3, 2023. *Opportunities for additional work hours available seasonally.*

### Job Description: This job is on our farm and not a remote position

1. **Weekdays:** Responsible for vendor communications, venue tours, assist in coordination of farm specific events such as open houses, lavender lunch tours, culinary lavender and wine events, maintaining venue décor, and overseeing floor plan and décor set up prior to events. Meeting with new vendors.
2. **Alternating Weekends:** Venue management responsibilities on certain Saturday and occasional Sunday events to include opening the barn, maintaining knowledge of the event logistics, overseeing the arrival and set up of vendors, acting as the venue liaison to outside Wedding Planners/and Day of Coordinators throughout event, provide venue décor details to Coordinators, greeting guests upon arrival, be available for venue related questions during the event, occasionally work in our Lavender Boutique for cocktail hour of weddings, and turning over the closing of the barn to the Late Night Coordinator/and Venue Cleaning Team.
3. **On Occasion:** Assisting with flower arranging and lavender displays for various events, plus additional décor and event design opportunities as needed.
4. **Concierge vs. Coordinator:** This is NOT a Wedding Event Coordinator or Wedding Event Management position!
5. **Basic Farm Knowledge:** Maintain a basic knowledge of lavender farm operations including lavender varieties grown and lavender products made.

### **Ideal Candidate:**

- At least 1+ years' experience in hospitality and event coordination
- Enjoys a set, but flexible work schedule alternating weekday/weekend hours
- MUST LOVE PEOPLE, NATURE, & CELEBRATING LIFE'S MOMENTS!
- Be flexible and have a positive outlook
- Be kind and courteous
- A confident leader able to delegate yet willing to learn
- Respectful of others
- Personable, but not personal. Friendly and outgoing without oversharing.
- Dependable and ON TIME!
- Ability to pivot and multi-task while maintaining a calm demeanor
- Team player - Willingness to jump in where needed
- Hard worker with a sense of humor
- Eager to learn about lavender
- Proficient in Google Docs, Excel (All Seated a PLUS)
- Must own laptop (Mac or PC) with updated operating system
- Reliable vehicle
- Ideally live within 30 minutes of Farm
- Potential to grow into full-time position

### **Pay: \$25.00 per hour, per person**

The two Venue Concierge staff will be assigned to weekend events on an alternating basis, so one person is not working every weekend to avoid burnout.

### **WEEKLY SCHEDULE:**

#### **Concierge #1 - NOT working the weekend event:**

- Tuesday: 12:00 PM -8: 00 PM
- Wednesday: 10:00 AM – 2:00 PM
- Thursday: 12:00 PM – 8:00 PM

**Total Hours: 20 Hours**

#### **Concierge #2 - working weekend event:**

- Thursday: 9:00 AM – 1:00 PM
- Friday: 2:00 PM – 6:00 PM
- Saturday Wedding: 8:00 AM - 11:00 PM
- Sunday: 10:00 AM – 12:00 PM

**Total Hours: 25 Hours**

**Sunday Events:** Assigned occasionally during spring and fall.

### *Sample Weekday:*

Open barn, return vendor emails, coordinate vendor meetings, meet with new vendors to go over venue guidelines, setting up for venue tours, checking on décor inventory, getting décor ready for weekend events, driving golf cart to cut fresh lavender for weekend signature cocktails, meeting with potential new wedding couples for venue tours, providing owners a recap on tour and any décor needs, closing barn.

### *Job Perks:*

Lavender products!  
Beautiful location - Historic Barns and Nature!  
Flexibility to enjoy life!  
Surrounded by happy people visiting our farm!  
Surrounded by LOVE!  
Bosses that APPRECIATE YOU!

### *Things the Venue Concierge DOES NOT DO:*

1. Does NOT move furniture
2. Does NOT clean Barn before or after events
3. Does NOT clean restrooms
4. Does NOT set up or rack ceremony chairs
5. Does NOT plant, weed, or trim lavender plants

### **Holidays:**

We do not schedule events on Thanksgiving, Thanksgiving Weekend, Christmas Eve, Christmas Day, Easter, and will not schedule a Concierge to work on any additional holidays they celebrate.

## How to Apply:

### Application Deadline:

All applications must be received by November 30, 2022.

Interviews: December 15-18, 2022.

Offered to Top 6 Candidates only.

In-person preferred but Zoom available.

Notification: By December 22, 2022

Start Date: January 3, 2023

Two Positions Available: We are hiring two Venue Concierge.

Resume: Email your resume and 3 references to:

**Karen Macdonald, Owner Lavender Oaks Farm**

**[Karen@lavenderoaks.farm](mailto:Karen@lavenderoaks.farm)** (it's dot farm, not dot com)

Lavender Oaks Farm

3833 Millard Whitley Rd.

Chapel Hill, NC 27516

[www.lavenderoaks.farm](http://www.lavenderoaks.farm)

Instagram: @lavenderoaks

Facebook: @lavenderoaksfarmnc

*We are so excited to hire for this new position and really value and appreciate everyone that works on our farm.*

*We kindly ask that you not drive onto our farm unless it is during our Lavender Boutique open hours posted on our website. We live on our farm and frequently leave our front gates open for private events, appointments, and deliveries.*