



Event Coordinator

Dates: End of August – mid December

- August: 10-15 hours/week
- September: 25-30 hours/week
- October: 30+ hours/week
- November: 5-10 hours/week
- December: 10-15 hours/week

Hours: Fluctuate due to time and volume of events scheduled. Work will vary from being in the office and working events.

Rate: \$13/hr, may increase with performance.

Responsibilities:

The Event Coordinator position will give you an opportunity to gain essential event management experience while being in a fun environment! Responsibilities will include assisting with: management, planning, and execution of events; bonfires, campfires, or other events and group outings. You will also be one of the contacts for Center Grove Orchard events during the week nights and weekends. Event Coordinator must be available to execute and oversee events on weekday evenings and weekends as scheduled to be sure they run smoothly. Event Coordinator will also help manage the calendar of events and the Shopify system daily.

Center Grove Orchard is family owned and operated and has been open to the public since 1994. Visitors enjoy picking their own apples and pumpkins, daily hayrides, corn pool, corn maze, farm animals, pedal tractors, bakery and on farm eateries, weekend festivals with live entertainment, and so much more. Come and be part of the lively atmosphere of our beautiful central Iowa farm! Center Grove Orchard is almost as fun to work at as it is to visit!

Please submit your resume to staff@centergroveorchard.com.

(Event Coordinator in the subject line.) Thank you!

