



## **Job Description - Tours & Events Manager**

Apricot Lane Farms is a 234-acre Organic, Biodynamic and Humane Certified farm in Moorpark, California. We are looking for an experienced and professional Tours & Events Manager. This position will be responsible for growing and managing the farm's tours and events program and serve as an ambassador of the farm. In partnership with the Director of Sales, the Tours & Events Manager will create, plan, organize and run all farm events, tours, workshops, dinners, tasting events, and more. The ideal candidates for this position will be individuals who have extensive experience in organizing and planning events, are organized, a go-getter, resourceful, passionate, and a good communicator.

### **RESPONSIBILITIES:**

- Responsible for the planning and execution of events and tours from start to finish, according to requirements, target audience and objectives
- Knowledgeable of CUP (Conditional Use Permit) requirements
- Manage budgets and adhere to them for tours, events, workshops, etc.
- Source and negotiate with vendors and suppliers, keeping the farms core values at the forefront when making selections
- Responsible for communication with all farm departments to ensure all departments have awareness and can support or help where applicable
- Coordinate and run all aspects of both public, private, and educational tours working with our communications department on content and updates on information
- Ensure all tours, events and workshops run smoothly and adjust as needed
- Manage and supervise Tours & Events team members
- Manage and develop events spaces and equipment
- Assist with On-Farm hospitality and farm guests
- Manage supplies and equipment
- Create and manage systems to ensure all guests have an elevated experience
- Crosstrain in multiple departments on the farm to build thorough knowledge base of the farm in order to be able to give tours and knowledgeably answer questions
- Perform other duties as assigned to meet business needs

### **QUALIFICATIONS & SKILLS**

- Proven experience as an events manager or similar role (5-10 years experience)
- Skilled in project management
- Skilled in vendor management
- Outstanding communication and writing skills
- Supervisory experience
- Project Management experience
- High School Diploma or equivalent



- Customer service & hospitality driven
- Ability to work well independently with minimal supervision and has initiative and sees tasks through completion
- Valid Driver's License with clean driving record

#### **COMPENSATION & BENEFITS**

- \$80,000 - \$90,000 annual salary (DoE)
- Excellent Health Benefits (Medical, Dental, Vision and Flexible Spending Account)
- 10 paid holidays annually
- Paid Sick Leave + Vacation
- 401K with employer matching
- Employee Discounts

#### **APPLICATION INSTRUCTIONS**

Please send Cover Letters and Resumes to [jobs@apricotlanefarms.com](mailto:jobs@apricotlanefarms.com).