

**Organization:** WORLD COFFEE EVENTS  
**Job Title:** Events Production Coordinator  
**Job Type:** Full Time

**Job Introduction:**

The primary role of the Event Production Coordinator is to organize, plan, produce, and manage on-site activations of events products worldwide.

The Events Production Coordinator will develop concepts, manage the build out of events, and lead and coordinate staff and volunteers. The coordinator has a background in production, understands event work flow, and is interested in improving all aspects of live event production. The coordinator is also a coffee enthusiast with an interest in media, who thrives in collaboration with various work groups.

The events coordinator will support world championships organization, especially in regards to front of house management of championships (coordinating emcees, etc.).

Events for which the coordinator is responsible may include bar activations. It will be helpful if the coordinator is knowledgeable about all aspects of a bar—supply lists, bar builds, and service flow.

The position will require some travel and a varied work schedule. The duties may be conducted via teleconferencing from various locations with self-managed workload. As a member of the WCE staff, support and participation in our annual competition and special features may also be involved.

**Qualifications/Competencies:**

Self-motivated professional with a minimum of two years experience in the specialty coffee industry, who possesses some knowledge of world geography and cultures. Highly proficient with events management, production, and coordination. Experience in live event producing is desired. Must have excellent attention to detail and strong written and verbal communication skills. A knowledge of the technical and practical aspects of coffee bar function are highly desirable. Minimum of two years experience in direct customer service roles. Barista certification preferred. Fluent in English. Very proficient with computers, spreadsheets, word processing, on-line cloud systems, and project management tools. Extremely organized, and reliable with working alone and with telecommuting. Capable of self-managed schedule to meet project deadlines. Experience with project management and team collaboration is preferred. Ability to work on CET schedule preferred.

**Duties/Responsibilities:**

Project Coordination

- Develop programs for live events.
- Develop and oversee coordination documents, supply lists, and equipment information and needs
- Collaborate with Events team on event production details.
- Oversee front of house management for world championships, including acting a liaison between AV teams and live emcees, and show calling.
- Collaborate with Business Development team on sponsorship involvement in activations
- Develop or foster concepts for unique customer interactions or experiences with our events
- Create content and scripting for emcees, as required.
- Manage volunteer recruiting and scheduling
- Manage installations and equipment or supplies for events
- Coordinate utilities needs or information with events staff

Events

Event Launch Party

- world championships, festival and shows, to be determined by WCE.
- All Stars and other global barista events

#### General Representation

- Promote WCE and WCE related projects
- Build effective relationships with committee members, volunteers, and industry contacts