



**Trivedi Wine**  
1826 E1150 Rd  
Lawrence, KS 66049  
785-856-0156  
[www.trivediwine.com](http://www.trivediwine.com)  
[info@trivediwine.com](mailto:info@trivediwine.com)

Trivedi Wine is a family-owned winery and vineyard that produces a variety of wines to please every palate. In addition to providing wine tastings, we provide our guests with other experiences, such as live music, special arts and craft events, winery tours, etc. We have an opening for a Marketing and Event coordinator to facilitate our events.

#### JOB SUMMARY:

The Marketing and Event Coordinator will create and lead projects to enhance the brand appeal of Trivedi Wine and to accomplish marketing goals.

#### ESSENTIAL FUNCTIONS:

- Coordinate regular and special events for the winery
- Create marketing documents (paper and electronic)
- Update and improve business website
- Maintain and improve social media presence
- Be present on-site for set up of events and for monthly team meetings

#### REQUIRED SKILLS:

The ideal candidate will achieve the marketing goals through an understanding and creative application of design principles, marketing concepts, graphic design, and digital photography, and content creation.

#### ADDITIONAL REQUIREMENTS:

- Professional appearance and demeanor
- Commitment to excellence and high standards
- Versatility, flexibility, and a willingness to work in an evolving environment with enthusiasm
- Must not be convicted of a felony

#### OTHER DUTIES:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the

employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

NOTE: There is a possibility for the Marketing and Event coordinator to also serve and sell wine, if interested and if older than 21 years of age.

Signatures:

This job has been approved by:

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date: \_\_\_\_\_