

Location: Maysara Winery, McMinnville OR

Position: Events Manager Assistant Internship

Maysara Winery offers one of the largest indoor and outdoor venues in Oregon's Willamette Valley. The stone and wood winery has a rustically sophisticated and majestic feel, tucked away in 532 acres in the foothills outside of McMinnville, Oregon. As we are Demeter Certified Biodynamic, in both our vineyard and our winery, you will see many of those practices carried over into everything that we do. With 95% of our winery being made from materials from the Momtazi Family Vineyard, you will get lost in the stunning hand done stone work, wine barrel walls and grand oak archways that truly make Maysara Winery one of a kind!

Duties & Responsibilities:

- Demonstrate discretion and tact in preparing, disclosing and handling confidential information
- Communicate effectively with all levels of management and team members within the organization.
- Assisting in coordination of weddings throughout the year
- Attending ceremony rehearsals
- Planning & conducting a venue walk through
- Attends/participates in applicable internal meetings
- Communicate effectively and create a strong partnership with wedding day vendors
- Cultivate strong relationships with others by responding and resolving matters promptly
- Sustain a "can-do" attitude, with no task too great or too small
- Ability to lift 50 pounds
- OLCC servers license is required
- Other duties as may be assigned

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