

## **Event Coordinator – Lost Cabin Beer Co.**

**Location:** Rapid City, SD

**Reports To:** Sales Manager, Suits

### **Job Summary:**

Do you thrive on creating amazing experiences that bring people together? Lost Cabin Beer Co. is looking for an **Event Coordinator** to plan, manage, and execute a wide variety of events - from packed-out music festivals to cozy private gatherings in our taprooms, and everything in-between. In this role, you'll orchestrate every detail, from concept to cleanup, ensuring that every event feels uniquely Lost Cabin. If you're a natural leader who can turn a vision into reality and has a knack for creating buzz-worthy moments, we want you on our team.

You'll juggle logistics, manage budgets, craft unforgettable experiences, and work with our taproom, brewery, sales and marketing teams to make sure every event reflects the vibe and quality we're known for. Whether it's hosting a vendor night, or slinging brews at a beer festival, you'll bring a perfect blend of organization, creativity, and good vibes to the table - or bar, as it were.

This full-time role is your chance to be part of the craft beer movement and build a community that shares our love for finely brewed beer and good times.

### **Key Responsibilities:**

#### **Private Events**

##### **On-Premise**

- Own the taproom party scene, coordinating everything from surprise birthdays to military retirements and corporate happy hours with flair and precision.
- Chat up clients to figure out their event vision - think setup, snacks, and (obviously) stellar beer selections.
- Rally the team to deliver best-in-class service and make every event feel like a Lost Cabin signature experience.

#### **Public Events**

##### **On-Premise**

- Get your creative juices flowing for events like beer launches, live music nights, and seasonal shenanigans at both of our taproom locations. Bring back successful

events and crowd favorites while introducing new and exciting ways for us to throw a party.

- Team up with marketing to spread the word so that everyone knows where to be
- Keep the event rolling smoothly, ensuring customers leave raving about the beers and the vibes.
- Coordinate food trucks for one or both Lost Cabin locations seasonally, ensuring a diverse and exciting lineup that complements our events and brand.

### **Off-Premise**

- Be the face of Lost Cabin at beer festivals and community events - yes, you'll be pouring beer and spreading the good word of our Lord Grizzly.
- Coordinate everything from the booth design to the crew staffing the events and work with Sales, Brewery and Marketing teams to decide on beers, making sure the Lost Cabin experience continues to stand out in the crowd.

### **General Event Management**

- Juggle timelines, budgets, and "oh no" moments with grace and a touch of swagger.
- Ensure every event aligns with our brand values, and yes, that includes making sure the beer is always cold and the glasses are clean, the music is on point and the labels are facing out.
- Keep track of supplies (ever tried pouring beer without tap handles?) and maintain a killer event calendar.

### **Communication and Outreach**

- Be the go-to person for customers, industry partners and anyone who wants to collaborate on something awesome in the event world.
- Work closely with our Sales Manager to coordinate events with retail partners throughout the state.
- Cultivate relationships with local businesses, organizations, as well as the cool kids in the community and beer industry at large.
- Work with the marketing team to craft killer social media posts, ticketing, email blasts, and any other way to hype up our events.

### **Post-Event Reporting**

- Crunch some numbers and gather feedback so we can keep leveling up our events game.
- Share wins and lessons learned, because transparency is almost as important as good beer.
- Work with management to evaluate event budgets, analyze cost-effectiveness, and refine financial planning for future events.

### **Ideal Candidate:**

- Proven experience in event planning, coordination, or similar roles.
- Impeccable organizational skills.
- Stellar communication skills, whether it's hyping up an event or resolving last-minute hiccups and making sure the whole team is on the same page.
- Flexibility to work when the party's happening: evenings, weekends, and holidays.
- Love for craft beer and a deep appreciation for Lost Cabin Beer Co.'s mission and beer.
- Tech-savvy with event management tools, Google Workspace, and maybe even Instagram reels.
- Previous experience in the craft beer or hospitality scene (bonus points if you can talk the finer points of dry-hopping).
- Marketing know-how to help promote events like a pro.
- Ability to lift kegs, event gear, and the vibe, minimum 50 lbs.

### **Why Join Lost Cabin Beer Co.?**

At Lost Cabin, we take pride in everything we do—from brewing world-class beer to fostering a culture of authenticity, community, and creativity. Lost Cabin Beer Co. was founded in 2016 in the Black Hills, with a mission to craft exceptional beer and have a great time doing it. Our flagship taproom and brewery in Rapid City has become a local favorite, offering a rotating lineup of innovative brews that reflect our adventurous spirit paired with a lively food truck and event scene. In 2023, we expanded our reach with the opening of the Hill City Beer Garden, bringing our signature beer and vibe to the scenic heart of the Hills. At Lost Cabin, we take pride in our roots, our liquid, and the experiences we create.

## What We Offer

- Competitive hourly pay with room to grow into a salaried role.
- An environment where creativity and community meet craft beer passion.
- Discounts on Lost Cabin Beer Co. beer and merch—because duh.
- Retirement benefits, paid time off, dental, vision, paid volunteer time and plenty of high-fives (after eligibility kicks in).

## To Apply:

Send your resume, cover letter, and a haiku about why you want to be part of the team at Lost Cabin to [info@lostcabin.beer](mailto:info@lostcabin.beer) and fill out an app at <https://lostcabin.beer/jobs> - Don't wait too long - we're serious about filling this role, and the beer waits for no one.

- Lost Cabin Beer Co. is an equal-opportunity employer. We welcome all humans who share our values (and our love of good beer).