



Join our team! The Defoor Centre, an events venue in Midtown Atlanta, is now hiring for part-time and full-time positions.

Send resume to: hiredefoor@gmail.com

COMMUNICATIONS CO-ORDINATOR

The Defoor Centre seeks a part-time communications specialist to manage Defoor Centre news and social media. Anticipate 20 hours/week in a defined but flexible schedule. Can develop into full-time with benefits.

Responsibilities: Promote The Defoor Centre to Meetup organizers. Schedule Meetup events and quarterly Friday night socials. Assist Meetups with their catering needs. Promote The Defoor Centre and Meetups via PR campaign to newspapers, on DefoorCentre.com and on The Defoor Centre social media sites.

Job requirements: A knowledge of news and social media, editorial or PR experience. Experience photographing both digital video and still pictures. Strong organizational skills. Enjoy a social environment. Knowledge of technology helpful.

EXPERIENCED BANQUET CAPTAIN

The Defoor Centre seeks an experienced banquet captain, part-time or full-time, based on events. Great opportunity. Benefits. Fun place to work.

Responsibilities: Setup and execute all BEO aspects including scheduling staff, setup and timely/expert delivery of promised product. Opening/closing duties as schedule dictates.

Job Requirements: Knowledge of hospitality industry. Thorough understanding of all levels of banquet service. Minimum 7 years experience as Banquet Manager or Assistant. Banquet Captain or Banquet Supervisor preferred. Knowledge of local health regulations for food handling. Knowledge of food and wine and their costs helpful. Accustomed to evening hours.