

## Job Title: BSides Atlanta Conference Food and Beverage Coordinator

### Overview:

As a Conference Food and Beverage Coordinator, you will ensure the success of BSides Atlanta by managing all aspects related to food and beverage services. This position requires a detail-oriented and organized professional who can effectively coordinate with vendors and internal teams to deliver a pleasant culinary experience.

### Responsibilities:

1. **\*\*Client Consultation: \*\***
  - Work closely with BSides Atlanta organizers on dietary preferences, event objectives, and budget constraints.
  - Provide advice on menu selection, catering options, and beverage choices based on conference requirements.
2. **\*\*Menu Planning and Customization: \*\***
  - Collaborate with catering partners to create a diverse menu that caters to various dietary needs and preferences.
3. **\*\*Budget Management: \*\***
  - Manage the budget for food and beverage services, ensuring cost-effectiveness and adherence to financial constraints.
4. **\*\*Logistics Coordination: \*\***
  - Coordinate with BSides Atlanta organizers to ensure seamless execution of food and beverage services.
  - Arrange for timely delivery, setup, and breakdown of catering services.
5. **\*\*Vendor Selection and Management: \*\***
  - Identify and select reliable catering vendors and establish strong relationships to ensure consistent quality and service.
6. **\*\*Event Satisfaction: \*\***
  - Address any concerns or issues promptly and implement improvements based on feedback.

### Qualifications:

- Strong communication and interpersonal skills.
- Excellent organizational and time-management abilities.
- Ability to work under pressure and meet tight deadlines.