



AARHUS

# ROBERTA'S SOCIETY

## EVENT & OPERATIONS COORDINATOR FOR A SOCIAL HOSTEL & CULTURAL SPACE IN AARHUS

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### 30 hours/week position

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Roberta's Society is an exclusive yet relaxed hostel and cultural venue in the heart of Aarhus. We bring locals and travellers together through food, culture, and shared experiences - with our weekly events playing a central role.

We are looking for a structured, hands-on and service-driven Event & Operations Coordinator who thrives in both planning, administration and live event execution. This role combines operational responsibility with guest-facing hosting and on-the-floor presence.

### ABOUT THE POSITION:

As an Event & Operations Coordinator at Roberta's Society, you play a central role in ensuring the successful planning, coordination and execution of our events from start to finish.

The role combines administrative responsibility, operational planning and hands-on event execution. You will manage key coordination tasks such as invoicing, confirmations, scheduling and stakeholder communication, while also being present on the floor during events as an active and visible host.

You will work closely with the events, bar and front-of-house teams to ensure seamless execution and a consistent high-quality guest experience. In addition, you will work under and in close collaboration with the Event & Culture Manager, supporting the development and execution of both daily operations and larger event formats.

This is a hybrid role where structure, coordination and hospitality meet - requiring both overview, responsibility and a strong presence in live guest experiences.

### YOUR RESPONSIBILITIES:

- Handle administrative tasks such as invoicing, confirmations and follow-ups
- Coordinate and plan events, including meetings with guests, clients and partners
- Act as a visible and engaging host during events
- Support and oversee event execution from setup to breakdown
- Ensure smooth communication between internal teams and external collaborators
- Take part in hands-on floor operations during events (bar, hosting, guest flow, etc.)
- Help maintain structure, timelines and operational overview across events
- Solve operational challenges in real time during live events
- Support community dinners, cultural events, live music and workshops
- Represent Roberta's Society's values in every interaction

### WE IMAGINE THAT YOU:

- Are structured, responsible, and comfortable handling administrative tasks when needed
- Thrive in a dynamic environment where no two days look the same, and you naturally switch between office work and live events
- Love being on the floor - engaging with guests, solving things in real time, and being part of the energy
- Are never too fine for any task - whether it's hosting, moving tables, clearing glasses or jumping in where needed.

- Understand that we work as one team, and that great guest experiences are always a shared effort
- Are confident communicating with different people and coordinating multiple moving parts at once
- Are proactive, solution-oriented, and don't wait for things to be fixed by someone else
- Have some kind of experience from hospitality, events or coordination (a plus, not a must)
- Have good communication skills and are fluent in both spoken and written Danish and English



## WHAT WE OFFER:

- A 30-hour position with both operational and administrative responsibility
- A social, creative and international working environment
- The opportunity to shape both the structure and the experience of our events
- A strong sense of community and ownership

## PRACTICAL INFORMATION:

- Employment type: 30 hours/week
- Start date: As soon as possible
- Working hours: Varying, including evenings and weekends
- Workplace: Roberta's Society, Aarhus

## HOW TO APPLY:

If you enjoy combining structure, coordination and hospitality, we would love to hear from you.

Please send a short application and your CV to [KFA@ROBERTASSOCIETY.COM](mailto:KFA@ROBERTASSOCIETY.COM) and include the job title in the subject line.

Best of luck - we look forward to hearing from you!

Team Roberta's Society



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