



AARHUS

ROBERTA'S SOCIETY

EVENT & SALES COORDINATOR

37 hours/week position

Roberta's Society is an exclusive yet relaxed hostel, hotel and cultural venue in the heart of Aarhus. We bring locals and travellers together through food, culture, events and shared experiences - and our event business is a central part of our growth.

We are now looking for a strong, commercially minded Event & Sales Coordinator who wants real responsibility, a varied working week and the opportunity to grow within an ambitious hospitality business.

This is a fast-paced role for someone who enjoys sales, building relationships, planning great events and seeing them come to life. You will be involved throughout the entire journey - from the first enquiry and commercial conversation to planning, execution and follow-up.

We are looking for someone with drive, personality and structure. Someone who is comfortable speaking with clients, confident closing business and just as happy being present on the floor when an event is happening. This is not a traditional desk-based coordinator position. At Roberta's Society, we believe the best event people understand both the commercial side and the operation behind it.

ABOUT THE POSITION:

As our Event & Sales Coordinator, you will play an important role in developing and delivering our events business alongside our Event & Sales Manager and the wider management team.

You will handle incoming enquiries, build relationships with potential clients, create proposals, follow up on leads and help convert opportunities into confirmed bookings. Once an event is secured, you will take ownership of the coordination process and help ensure every detail is in place for a successful delivery.

Your role will include client communication, offers, confirmations, invoicing, planning, internal coordination and follow-up - while also being actively involved when events take place.

You will work closely with our kitchen, lobby bar, housekeeping and operations teams to ensure the promises we make during the sales process become great guest experiences. Some days will be spent meeting clients, creating offers and developing business. Other days you may be coordinating a conference, welcoming guests, supporting the floor, moving furniture or making sure the final details are perfect before an event begins.

We are looking for someone who takes pride in owning the whole journey.

YOUR RESPONSIBILITIES:

- Respond to event and group enquiries quickly and professionally
- Build relationships with new and existing clients
- Create attractive proposals and commercial offers
- Follow up proactively on leads and opportunities
- Convert enquiries into confirmed bookings
- Coordinate events from initial planning through to execution
- Manage confirmations, invoicing, scheduling and event administration
- Communicate clearly with clients, suppliers and internal departments
- Support the operational delivery of events
- Identify opportunities to upsell and grow each booking
- Help develop our B2B, conference, corporate and private event business
- Ensure every event reflects the standards and personality of Roberta's Society

WE IMAGINE THAT YOU:

- Are commercially minded and motivated by creating business
- Are confident communicating with clients and building relationships
- Are structured, organised and comfortable managing several events and enquiries at once
- Take ownership and follow tasks through from start to finish
- Are proactive and solution-oriented
- Thrive in a fast-paced hospitality environment
- Enjoy both commercial work and hands-on operations
- Understand that exceptional events come from strong teamwork
- Have experience within hospitality, events, sales, conferences or coordination
- Communicate fluently in both Danish and English, verbally and in writing
- Have the ambition to develop and take on more responsibility over time



Most importantly, you are someone who sees opportunities, takes initiative and gets things done.

WHAT WE OFFER:

This is an opportunity to join a growing business where you will have genuine influence and room to develop.

- Full-time employment, 37 hours per week
- Commercial responsibility and direct involvement in growing our event business
- A role with significant ownership and autonomy
- The opportunity to work across sales, planning and operations
- Close collaboration with experienced hospitality leaders
- A fast-paced, ambitious and international working environment
- Real opportunities for professional development and future progression
- A workplace where strong ideas and initiative are encouraged
- The opportunity to make a visible impact on the development of Roberta's Society

For the right person, this can be much more than a coordinator position. We are looking for someone who wants to grow with the business, take on increasing responsibility and help shape the future of our events operation.

PRACTICAL INFORMATION:

- Employment: Full-time, 37 hours per week
- Start date: As soon as possible
- Location: Roberta's Society, Møllegade 3A, Aarhus, 8000
- Working hours: A combination of daytime, evenings and occasional weekends depending on events

Because this position combines commercial responsibility with live event delivery, flexibility is naturally part of the role. Some weeks will be primarily office and sales focused, while others will include being present for the events you have helped create.

HOW TO APPLY:

If you enjoy turning conversations into opportunities, enquiries into bookings and bookings into memorable experiences, we would love to hear from you.

We are looking for someone ambitious who wants to become an important part of the continued growth of Roberta's Society.

Please send a short application and your CV to KFA@ROBERTASSOCIETY.COM with Event & Sales Coordinator in the subject line.

We look forward to hearing from you.

Team Roberta's Society

