



Date posted: March 3, 2026

Job Title: Director of Catering and Events

Location: Midlothian Country Club, Midlothian, IL

Reports to: General Manager

Position Type: Full-Time, Salaried & Commission

About Midlothian Country Club

Since 1898 Midlothian Country Club has been one of the premier private clubs in the Chicago area, offering a blend of tradition, elegance, and exceptional service. Since 2022, our entire Club and golf course have been completely renovated with a modern design that members and their guests love showing off with family, friends and clients.

We provide our members with a full range of dining, recreational, and event opportunities. Our team is dedicated to delivering memorable experiences that exceed expectations, and we are looking for an experienced and dynamic Director of Catering and Events to join our team.

Position Overview

The Director of Catering and Events will be responsible for overseeing the planning, coordination, and execution of all events at Midlothian Country Club. This includes weddings, private parties, corporate events, and member gatherings. The ideal candidate will have extensive experience in catering and event management, with a particular emphasis on wedding sales and operations, food and beverage management, and a keen attention to detail. This is a highly visible role requiring a commitment to excellence, superior leadership, and the ability to exceed member and guest expectations.

Key Responsibilities

- Oversee all aspects of catering and event operations, including event planning, coordination, execution, and follow-up.
- Develop and implement sales strategies to increase revenue for club events, with a strong focus on wedding and special event sales.
- Collaborate with the culinary team to design and execute high-quality event menus that cater to the needs and preferences of our members and guests.

- Ensure exceptional service standards are met, with a focus on creating unforgettable experiences for all event attendees.
- Lead, train, and develop the catering and event staff to provide top-tier service and exceed member expectations.
- Oversee event budgets, timelines, and logistical requirements to ensure successful, profitable, and seamless events.
- Handle event inquiries, contract negotiations, and vendor relationships, ensuring smooth coordination from start to finish.
- Work closely with the General Manager and other department heads to ensure effective event execution and adherence to operational standards.
- Maintain a high level of professionalism in all interactions with members, guests, and staff.
- Ensure a high level of attention to detail in all aspects of event planning, from initial sales to event execution.

Qualifications

- 7+ Years prior experience in catering and events management at a private country club, high-end restaurant, or resort, with a strong background in wedding sales and operations.
- Experience in food and beverage operations, including menu creation, cost management, and execution.
- Knowledge of Jonas Club Software is highly desirable.
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint) and other software tools.
- Strong attention to detail with excellent organizational and problem-solving skills.
- Exceptional communication skills and the ability to foster strong relationships with clients, vendors, and staff.
- Proven leadership and team management skills, with the ability to inspire a team to deliver exceptional service.
- Ability to work flexible hours, including nights, weekends, and holidays, to oversee club events.
- Strong sales skills, with the ability to build relationships and drive business growth for events.
- Involvement with the CMAA Greater Illinois

Compensation & Benefits

Pay: \$77,000 - \$110,000+ (Base salary and commissions)

- Competitive salary, commission, and performance-based incentives.
- Comprehensive benefits package, including health insurance, and paid time off.
- Opportunity to work at a prestigious private club with a dedicated and passionate team.
- A dynamic and rewarding work environment where your efforts directly impact the success of the club.
- CMAA Membership for continuing education.

How to Apply

Interested candidates should submit their resume, cover letter, and references to **General Manager, Tom Ahern – tahern@midlothiancc.org**. Please include “Director of Catering and Events” in the subject line.

Benefits

- Health, vision and dental insurance
- Paid time off
- Flexible schedule
- Resume and Cover Letter should be sent to General Manager, Tom Ahern – tahern@midlothiancc.org