



Catering & Special Events Manager

Position Description

Reports to: Assistant General Manager (AGM)

The Catering and Special Events Manager (CSEM) is a major contributor to the successful outcomes of member, member sponsored, and Club hosted events. It is his/her responsibility to ensure detailed planning from the beginning to the execution of an event to result in a memorable, and pleasurable experience for the member and guests.

Responsibilities

- Serves as member's primary contact in planning and operating catered and club events, including developing event orders, menus, beverage programs, room decoration, entertainment, procuring of rentals, and staffing coordination
- Maintain continual contact with the member, or the sponsored host, to ensure the highest level of satisfaction
- Oversees the Banquet Operations Manager who will be responsible for events in the CSEM's absence
- Attends pre-event staff line-ups when necessary, providing event guidance to all staff for successful execution
- Personally & professionally demonstrates the highest standards of service and behavior. Graciously addresses and resolves any concerns or possible complaints
- Continually evaluate and improve special events service
- Meet regularly with the AGM to maintain awareness of all significant or potentially significant, operational matters as they relate to personnel, member concerns, or problem areas
- Work closely with Executive Chef to coordinate and plan menus for events
- Responsible for event budgets and forecasting of departmental revenue
- As is required, co-coordinate and supervise the day of the event to ensure that all runs smoothly and members' satisfaction is not only met, but exceeded
- Perform post-event evaluation including data entry and produce reports (including P&L) for management and committee members as required
- Additional tasks as assigned by the Assistant GM, including special projects as requested

Qualifications

- Should have 3-5 years' experience in successful event planning and execution, preferably in a private club or elite hospitality setting
- BA in Hospitality, or certifications in Event Planning, or both preferred. Should also possess Food Handlers and Bassett certifications
- Be detailed, attentive, creative, and thorough in every aspect of the event

- Must have excellent communications skills for member and staff engagement.
- Must possess business acumen to deliver desired results in event planning and execution along with budget management
- Engaged in current industry trends and how they can best be applied to member's needs and requests

Interested candidates please submit a cover letter and resume to Brad Griffin at brad@exmoorcountryclub.org

OR Visit:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=75223&clientkey=42D43ECDE2B3BF8B0366D97B21B4B0FE>