



Event Director/Coordinator

The Woodlands Club is a member-owned private country club situated in Falmouth, Maine, a mere 15 minutes from downtown Portland. The club is a four-season facility with a renowned 18-hole golf course, indoor/outdoor tennis courts, indoor/outdoor pool, a fitness facility, squash and racquetball courts, indoor golf simulator, elegant event spaces and a full-service member dining room.

We are currently seeking a highly motivated individual to join our team as an Event Director/Coordinator to help sell, plan, and execute a wide range of events. The ideal candidate will be proficient in event design, wedding planning, event scheduling, vendor communication, and day-of event coordination with clients.

Responsibilities

- Plan and coordinate all events including annual member celebrations, golf tournaments, corporate meetings, weddings, birthdays, anniversaries, and employee appreciation events
- Manage all day-to-day operations of the Event Department
- Consistently track and hit monthly budget targets
- Assist clients throughout the entire event planning process; create contracts, map out floor plans, coordinate with vendors and develop detailed event timelines.
- Serve as the main point of contact on the day of events
- Oversee setup and breakdown of all events
- Hire, train, schedule and manage a team of qualified event servers and bartenders
- Assist with the development of policies, procedures, and training standards for the Food and Beverage Department
- Process payroll, handle all event billing and provide P&L for large events
- Order linen and any other necessary event equipment

Qualifications

- Minimum 4 years of event management experience
- Bachelor's degree in a related field (hospitality a plus)
- Strong written and verbal communication skills
- Food & beverage experience
- Strong knowledge of service standards
- PC skills in Microsoft Office (Word, Excel, Outlook)

- Knowledge of A/V equipment
- Experience with club and/or event management software a plus
- Strong organization and time management skills
- A positive attitude with a desire to create events that exceed member and guest expectations
- Ability to work evenings, weekends and some holidays

Compensation:

\$50,000 - \$65,000

We offer medical, dental and 401K plan.

Position is available immediately.

Please send your resume to:

C. Robert Schlingmann, CCM, CCE

rschlingmann@thewoodlands.org