



EVENTS COORDINATOR OPPORTUNITY

THE MYOPIA FACILITIES:

Myopia Hunt Club is a fully private, historical, and first-class country club experience for all members and guests. Club members enjoy seven Har Tru tennis courts, a pool facility with a snack bar, a six-lane lap pool, and a baby pool. They regularly play golf on a course designed by Herbert C. Leeds and consistently ranked a top one hundred course in the country. We offer an authentic equestrian experience with plenty of room for members' horses and hound dogs to enjoy foxhunting. The food and beverage department includes the Main Clubhouse with four full-service formal dining rooms, a large full-service outdoor dining space, a 180-person function room, six overnight guest rooms, and multiple sitting rooms. Our Lower Clubhouse is a full-service casual atmosphere with sixty seats, two squash courts, and four paddle tennis courts. The club is open twelve months a year.

THE CANDIDATE:

This is a fantastic opportunity for a candidate with an upbeat and creative personality to join a team of engaged club professionals. We are looking for someone who is organized, detail-oriented, and has high-quality operations experience in private clubs, hotels, high-end restaurants, or resorts. The events coordinator is vital to maintaining a consistent first-class experience and team productivity.

THE OPPORTUNITY:

With the support of the clubhouse team, the events coordinator will plan, communicate, promote, and execute member and private events throughout the club. The events coordinator is always expected to maintain a polished and professional appearance. In addition to organizing events, they are expected to be on the floor, when needed, to assist with a la carte operations. Our primary goal is to provide a first-class experience for all members and guests. The events coordinator will have a significant role in helping us achieve our goal year after year. Also important is the ability to intuitively embrace the need to be visible and highly interactive with members and staff; leadership in this area begins and ends with approachability and accessibility. The candidate should expect to be available based on business levels, including holidays and weekends. This position will report to the Club Manager.

THE QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree from a four-year college or university; Events or Hospitality Management major preferred.
- One or more years of related high-end private club, hotel, restaurant, or resort experience.
- Two years of experience in catering operations.
- Extensive knowledge of the private club industry's food and beverage operations.

THE COMPENSATION:

Open and commensurate with qualifications and experience. The events coordinator position is full-time, seasonal, starting April 1st and finishing December 31st annually. The Myopia Hunt Club offers competitive compensation and health insurance. On property, employee housing is available.

HOW TO APPLY:

The position is available immediately. Please email all cover letters and resumes to: Stephen Kohr, Club Manager, at skohr@myopiahc.org. Emails without both a cover letter and resume will not be considered. Thank you to all who are interested.