



UNIVERSITY CLUB

PROVIDENCE

219 Benefit Street | Providence R.I. 02903 | www.uclubprov.com

EVENTS MANAGER: THE UNIVERSITY CLUB PROVIDENCE, RI

The University Club of Providence, a prestigious and historic private club located in the heart of Providence, Rhode Island, is seeking an experienced and dynamic individual to fill the role of Events Manager. With its rich history, elegant facilities, and commitment to excellence, the University Club provides a distinguished environment for members to socialize, network, and enjoy exceptional dining and recreational experiences. As the Sales & Events Coordinator, you will play a crucial role in detailing and executing private and group sales events, including weddings, rehearsal dinners, social events, member events, corporate events, and private tours & tastings.

About The University Club:

Step back in time to 1899, where the cobblestone streets of Providence bustled with students and faculty from the area's top universities. It was here that the UClub was born, founded by Professor Edmund Burke Delabarre and Registrar Frederick T. Guild of Brown University. This exclusive members-only association was reserved for those with marked academic and professional achievements.

Over the years, the Club has built a reputation as a haven for those with discerning tastes in fine dining, strong drinks, and good company. With a world-class culinary experience, a renowned collection of fine wine and spirits, and state-of-the-art athletic and recreational facilities, the UClub offers unparalleled programming.

Despite undergoing several renovations and updates, the original clubhouse still stands over 120 years later, retaining the old-world warmth and charm that has seeped into the hardwood grain and the memories of countless members across generations who have called this club home.

About the Position:

As the Events Manager/Sales & Events Coordinator, you will be responsible for overseeing all aspects of the Club's event operations, ensuring the highest level of service and member satisfaction. You will work closely with the Board of Governors, staff, and members to execute the Club's strategic vision and maintain its reputation as a premier establishment. Your role will specifically focus on detailing and executing private and group sales events, including weddings, rehearsal dinners, social events, member events, corporate events, and private tours & tastings.

Responsibilities:

- Develop and implement policies and procedures to ensure efficient and effective event operations.
- Foster a culture of exceptional service, ensuring that members' needs are anticipated and exceeded.
- Oversee the Club's financial performance related to events, budgeting, and financial reporting.
- Build and maintain positive relationships with members, fostering a welcoming and inclusive environment.
- Plan and execute high-quality events, from intimate gatherings to large-scale functions.
- Ensure compliance with all applicable laws, regulations, and health and safety standards.

Additional Responsibilities for Sales & Events Coordinator:

- Be the initial voice to all incoming group sales leads made over the phone and enter leads into the sales management system.
- Organize and attend BEO meetings.
- Develop and implement event strategies.
- Manage budgets for events.
- Negotiate contracts with vendors and suppliers.
- Book and conduct client site tours.
- Communicate with clients to ensure satisfaction with event services.
- Monitor event progress and make necessary adjustments as needed.

Qualifications:

- Proven track record of successfully managing all aspects of event planning and club or hospitality operations.
- Strong leadership skills, with the ability to motivate and inspire a diverse team.
- Exceptional interpersonal and communication skills, with the ability to engage effectively with members, staff, and the Board of Governors.
- Excellent problem-solving skills and the ability to make decisions in a fast-paced environment.
- Proficient in utilizing event management software and other relevant technology.
- Experience in events management, preferably 2 years.

Employment Eligibility Verification

- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Salary

- Starting from \$65,000.00 per year.
- Salary and benefits are commensurate with qualifications and experience. The club offers an excellent bonus and benefits package.

Benefits

- 401(k) retirement plan.
- 401(k) matching.
- Dental insurance.
- Employee discount.
- Health insurance.
- Life insurance.
- Paid time off.

Ability to Commute/Relocate

- Must be able to reliably commute or have plans to relocate before starting work (Required).
- Location: 219 Benefit St., Providence, RI 02903

Join our team at the University Club of Providence and become an integral part of an esteemed historic institution that prides itself on excellence and member satisfaction. This is an exciting opportunity for a results-driven professional to lead a team dedicated to delivering exceptional experiences to our esteemed membership.

To apply, please submit your resume, cover letter, and references to generalmanager@uclubprov.com with the subject line "Events Manager Application - [Your Name]."

Only qualified candidates will be contacted for interviews.

The University Club of Providence is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from individuals of all backgrounds and experiences.