



THE WESTMOOR CLUB  
nantucket

## EVENTS MANAGER

Westmoor is a privately owned, 580-member club, located on 15 acres in Nantucket MA. The club offers 12 tennis courts, several food and beverage outlets, two pools, pickleball courts, croquet lawns, various programs for members of all ages, a 77' classic wooden motor yacht, a center console fishing boat, and an 18,000 sf Wellness Center. We are seeking an experienced Events Manager to join our team. This individual is responsible for planning, coordinating, and executing a wide range of events designed to enhance the member experience. This role involves working closely with members and committees to understand their needs and preferences, managing event logistics, and ensuring every detail aligns with the club's high standards. The Events Manager collaborates with internal teams, such as culinary, communications, and facilities staff, and external vendors to deliver seamless and memorable events. Their work is integral to fostering member satisfaction, maintaining the club's reputation for excellence, and driving engagement through creative programming and exceptional service.

**This position is a year-round, salaried position offering full benefits and, for the right candidate, the flexibility of working remotely from off-island during the off season (3 – 4 months per year). We are seeking someone to begin this winter so together we can plan for the season ahead.**

### Primary Responsibilities:

- Coordinate and manage all aspects of club events, managing all Banquet Event Orders (BEO's) for weekly events, meetings, social gatherings, private parties, and new undertakings.
- Collaborate with members and clients to understand event requirements and tailor offerings to their preferences.
- Create detailed event proposals, budgets, and timelines to ensure successful execution.
- Oversee the day-to-day operations of events, including vendor management, catering, staffing, and on-site problem-solving.
- Partner with the culinary and facilities teams to ensure seamless service delivery.
- Maintain strong vendor relationships and negotiate contracts to ensure quality and cost-effectiveness.
- Develop and execute creative programming to enhance member engagement and satisfaction.
- Monitor member feedback and implement improvements to event offerings.
- Ensure compliance with club policies, health, and safety standards.



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**Qualifications:**

- Bachelor's degree in Hospitality Management, Event Planning, or a related field (preferred).
- 2+ years of experience in event planning, preferably in a hospitality or private club environment.
- Strong organizational and multitasking skills, with keen attention to detail.
- Exceptional interpersonal and communication abilities.
- Proficient in event management software and Microsoft Office Suite.
- Ability to work evenings, weekends, and holidays as required.
- A polished and professional demeanor.

Please email your resume to Tracy Maynard, Director of People & Culture, for more information at: [tracy.maynard@thewestmoorclub.com](mailto:tracy.maynard@thewestmoorclub.com)