



## Renaissance

### Events Manager

#### *Celebrate Life, Elevated*

*At Southworth Development, we have earned a reputation for stability, integrity, innovation, and providing great value. Our clubs and communities provide the perfect place to celebrate life, elevated.*

*No matter the role (operations, marketing, sales, or other corporate support position) or location (The Abaco Club, Creighton Farms, Machrihanish Dunes, Meredith Bay, Renaissance, Willowbend, or Southworth Corporate) our team members provide exceptional service that elevates the experience for our members, residents, guests, and team. We encourage all of our team members to celebrate life, elevated by offering a wide variety of benefit and engagement programs, unique perks, discounts, and fun at a world-class company.*

#### **POSITION DESCRIPTION SUMMARY**

The Events Manager is critical to the Club's overall success as it collaborates with all department, however, specifically works closely with the Food & Beverage Director, Member Experience Director, Sales Manager, General Manager and Executive Chef. The Events Manager will primarily be responsible for planning all non-member private, in-house catered, events as well as assisting the Food & Beverage Director and Member Experience Director maintaining with creating and managing superb dining and beverage experiences for all members and their guests. This position requires wedding, small events, food, wine and beer knowledge, and strong organizational and communication skills. This full-time management position reports to the General Manager however have a direct relationship with the Food and Beverage Director. This position is a highly visible, hands on manager, expected to engage with members and guests, while leading a service team to fully execute non-member member events.

#### **ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES** *include:*

- Coordinate member events with the Member Experience Director, Food and Beverage Director, Executive Chef and/or the Head Golf Professional to create memorable, WOW experiences for our members. Banquet event order creation.
- Responsible for hiring, training, scheduling of all private event food and beverage staff.
- Responsible for fully executing all non-member events from final detail meeting to close of event; including weddings of up to 200, corporate and smaller functions
- Conducting pre-shift meetings daily to relay information pertinent to the day's event activities, indicated on the Banquet Event Order.
- Assume responsibility as the supervisor on the floor during all event meal periods, ensuring food and service standards are maintained.
- Ensure employees wear uniforms, name badges and that uniforms are kept in proper condition.
- Ensure all food and beverages are served according to specifications as prescribed by operating procedures.



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- Ensure the cleanliness and proper set up of Ballroom, meeting, and dining room and check maintenance of all equipment in these areas.
- Assist Clubroom Manager with VIP room set up, and management of check-in/check-out SOP
- Conducts inventories for events with the assistance of Banquet Manager
- Set-up and break down banquet tables, head tables, display tables, theme decorations and other equipment, as requested per client.
- Ensure closing duties including counting cash, closing POS, ensuring building is back in show condition, and locking up are completed.
- Operate within all guidelines, policies, standards and constraints as established by the Renaissance. And assist with the implementation of the Renaissance mandatory standards of operations as they relate to the Food & Beverage operations.
- Inspect food service and lodging facilities to ensure that equipment and facilities meet the requirements of state and local health laws and internal regulations.

### **REPORTING RELATIONSHIPS**

- Reports Directly To: General Manager and Food & Beverage Director
- Directly Supervises: A total of 20+ employees including banquet bartenders, servers, and setup staff. Also indirectly manages weekend MODs and housekeeping team. Carries out supervisory responsibilities in accordance with Renaissance policies, procedures, and applicable laws.

### **EDUCATION and/or EXPERIENCE**

Three to five years related experience and/or training; or equivalent combination of education and experience in an upscale, high end environment, or country club setting. Experience with Jonas, or similar software, preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

TIPS Certification and Crowd Control required.

### **SALARY**

Salary is commensurate with experience. Renaissance does offer a full benefits package, to include 401k, health and cell phone allowance.

**All interested candidates, please contact Lana Packard, [lanap@renaissancema.com](mailto:lanap@renaissancema.com). Please reply with resume and detailed cover letter on why you would be a great fit for this role.**