



Job Position: Event Director

About the Club:

Nashawtuc is a family oriented private country club located in Concord, MA. Nashawtuc Country Club offers exceptional service and all the amenities of an impressive, newly renovated event space. This brand-new venue features modern farmhouse details with wrap-around windows and vaulted ceilings, perfectly accented by exposed beams and barn-style doors. Care thought and passion shine through every detail of daily life at the Club.

The golf course at Nashawtuc Country Club endures a reputation as one of the finest in Metrowest Massachusetts. Designed for the modern golfer, the private 18-hole golf course was recently renovated by renowned architect Rees Jones. Always impeccably maintained, the course accommodates a full range of playing abilities with a variety of available tees. The Nashawtuc golf experience is built around community and camaraderie; in addition to golf course play, members and their families enjoy access to a calendar of tournaments and events, lessons and clinics, and junior programming.

Job Summary:

The Event Director is responsible for all day-to-day catering services. Coordinates all sales responsibilities and aspects related to weddings, special events, meetings, golf outings and member events. Works closely with Food and Beverage team to assure that the members' and guests' expectations are exceeded, and the highest quality food and service are delivered.

Job Description:

Implement Sales Program to drive non-member event sales and member hosted events. Weddings, Bar/Bat Mitzvahs, Fundraising Galas, Holiday Parties, Corporate Business.

Cultivate relationships with New England event planners and entertainment companies.

Answer all inquiries within 12-24 hours, provide event materials: menus, photos, pricing, schedule tours.

Manage all member and non-member events; detailing and BEO, billing, floorplan, menu, timeline and follow up reports for each event and reconciliations as needed.

Create and manage Banquet staff and training program from set up, BEO and banquet terms, proper training for high level service. Scheduling of house staff for set up, service staff to execute events.

Event menu development with Chef and creating enhancements for upselling featured food and beverage items.

Implementing new standards for detailing events with decor, buffets, displays etc.

Facilitate weekly BEO meetings to review all aspects of member events and non-member events.

Create floorplans for every single member and nonmember event for each space throughout the club.

Job Qualifications:

1-3 years of Sales and Event experience in a country club, hotel, resort, or banquet facility

Bachelor's Degree preferred or equivalent work experience

Strong sales, customer service, and closing skills

Experience managing events and working with event staff to ensure smooth event operations

Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook. Jonas Encore and Triple Seat are strongly preferred.

Candidates must be able to work a flexible schedule, with availability to work days, evening, holidays, and weekends.

Reports to:

Chief of Staff, Membership Director

Compensation:

Commensurate with qualifications and experience. Full time, year-round position. Benefits include health insurance, dental, vacation and 401K.

Please submit resume and cover letter to: Sandra Petti, Chief of Staff, Membership Director
spetti@nashawtuc.com.