

Event Manager

Job Summary

Nashawtuc Country Club is looking for an energetic, service-oriented team player to join our team. This role involves close collaboration with the Director of Events, Clubhouse Manager, and Food & Beverage team. This is an excellent opportunity for the right candidate to experience growth within the Club industry.

Key Responsibilities

- Assists with hiring, training and supervising banquet service staff.
- Directs pre-shift meetings with banquet staff and relays pertinent information such as event count, menu, special requests, etc.
- Creates diagrams of room layout, buffet layout, and related function details.
- Inspect banquet employees to ensure they are always in proper and clean uniforms.
- Confirms time, attendance and hours worked.
- Orders linen on a weekly basis and rental equipment as needed.
- Professionally accommodates and handles member and guest complaints.
- Builds weekly schedule and assures proper staffing levels for events.
- Responsible for completing departmental administrative work while maintaining active presence on the floor during service periods.
- Responsible for the execution of Member events, banquets, luncheons, meetings, tournaments, weddings, and other Club events.
- Accurately bills Members after each event.
- Critiques functions to determine future needs and to implement necessary changes.
- Provides support for set-up/tear down, manages event flow, and acts as a liaison between Member or guest and internal staff.
- Print menus, buffet signage and place cards.
- Attends weekly BEO and staff meetings.
- Updates event management software, catering calendar, and related department files.
- Builds and maintains strong relationships with Members, staff and vendors.
- Works closely with the culinary and operations teams to ensure BEO's, menus and execution plans are appropriate and in place.
- Compiles event feedback for improvement of event experiences.
- Participates in planning sessions for all Club Events.
- Performs related duties and special tasks as assigned.
- Maintain flexibility with work schedule.

Qualifications

- Minimum 2 years of related hospitality industry experience. Private club experience is preferred and highly beneficial.
- Excellent administrative, telephone, organizational and interpersonal skills.

- Polished verbal and written communication skills.
- Maturity and kindness in managing staff.
- Ability to collaborate in a team environment.
- Energetic, enthusiastic and has a positive attitude.
- Able to motivate others.
- Member focused with exceptional attention to detail.
- Remains calm under pressure and works quickly to develop solutions or resolutions to problems or conflict.
- Is easy to approach; enjoys interacting with our Members and guests.
- A team player, willing to produce and follow-through on projects, deadlines, collaborating with multiple departments and managers to get the job done.

Compensation

Salary \$65,000 +/- depending on qualifications and experience

Vacation and PTO

401K with employer match

Medical, Dental, and Vision Insurance

Please send resumes, a cover letter and relevant experience to:

Meghan Gossett, Clubhouse Manager

mgossett@nashawtuc.com