



BURNING TREE COUNTRY CLUB

LOCATION: Burning Tree Country Club, Greenwich CT
DEPARTMENT: Food and Beverage
JOB TITLE: Events Director

REPORTS TO: Clubhouse Manager, Assistant General Manager and General Manager
SUPERVISES: All Banquet Staff
COMPENSATION: Exempt position
BENEFITS: medical, dental, HRA, 401K, meals

BURNING TREE COUNTRY CLUB BY THE NUMBERS:
• 501 members in all categories • \$2.5M F&B volume • 75% Ala carte / 25% catering

POSITION OBJECTIVES:

The Events Director is the face of the operations when it comes to member events.

This position is responsible for developing, executing and promoting the Club's facilities for private banquet, business and social meetings, and other member related activities. Works closely with the club's Social Committee to plan and execute signature member social events. He/she is responsible for the development of contracts and events' layouts with input and assistance from the Club House Manager, Assistant General Manager and General Manager.

He/she is responsible for the day-to-day management of all private banquet and social events. This position works with all departments to assure that the members' and guests' expectations are exceeded and the highest quality food and service is delivered.

SUMMARY REQUIREMENTS:

To perform this job successfully, an individual must be able to execute each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and/or satisfy the productivity, performance or qualification standards for the position.

ESSENTIAL JOB FUNCTIONS

- Promotes, advertises and markets the Club's social event facilities and capabilities.
- Assists members in arrangements for special dinner requests in the dining rooms.
- Helps members arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning.
- Works with the Executive Chef and/or Sous Chef, Club House Manager and management team to determine selling prices, menus and other details for catered events; oversees the development of contracts; assures that pre-planned banquet menu offerings are current and reflect general member interests.
- Transmits necessary information to and coordinates event planning with production, serving and housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment and other special requests.
- Maintains past and potential client files; schedules calls or visits to assess ongoing needs of prospective clients for catering services. Completes in-house banquet event orders a.k.a. BEOs.
- Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met.
- Attends staff and management meetings to review policies and procedures, future business and to continually develop quality and image of banquet functions. Creates management diagram room layouts, banquet item placement and related function details. Meets with other department managers to plan food and beverage aspects of special events.
- Manages banquet billing and arranges prompt payment for all events.
- Updates weekly function information for all affected staff.
- Handles client complaints and deals with any issues accordingly. Then, immediately reports to the Club House Manager, the Assistant General Manager and General Manager.
- Helps to maintain past and potential client files; schedules calls/visits to assess on-going needs of prospective clients for catering services
- Handles all ordering of special supplies for all private and Club events, as needed.
- Drafts well-detailed post-function reports outlining the pros and cons of each member and private party event – includes photos and any financial information available among other elements that management may suggest.

INCIDENTAL DUTIES

The above list of essential job functions describes the general nature and level of work being performed in this job. It is not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management.

PERFORMANCE EXPECTATIONS

- Promote the Club's dining facilities for private banquets, business and social meetings and other member-related activities.
- Knowledge of and ability to perform professionally with an appropriate sense of urgency.
- Ability to handle stress under high demand circumstances.
- Work nights and weekends.

JOB QUALIFICATION STANDARDS

The following describes the general qualifications and physical, sensory and mental abilities normally associated with performing the essential functions of this position.

Education and Experience:

- Bachelor's degree in Hospitality or Resort Management preferred.
- Minimum 3 years experience working in Sales and Catering / Events for an upscale Restaurant / Club / Hotel venue.
- Extensive Food and Beverage knowledge including but not limited to production technique, wines and liquors
- Proven ability to up-sell and maximize Food and Beverage profits and Managing Labor Costs
- Experience creating and managing a Departmental Budget

Knowledge and Skill Requirements/Specialized Courses and/or Training:

- Well versed in all aspects of JONAS events Management software
- Strong Food and Beverage background
- Excellent Communication skills and emotional intelligence
- Ability to work under time constraints and pressure
- Strong administrative skills and financial acumen

Language and Communication Skills:

- Strong verbal and written communication.
- Versatile and able to quickly establish positive rapport with members and employees alike, to create a friendly and professional atmosphere.

Physical, sensory and motor demands:

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
 - Push, pull or lift up to 30 pounds.
 - Continuous repetitive motions
 - Ability to work in hot, humid and noisy environment.

To apply please go to https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4637935

Or to Burning Tree Country Club website <https://www.burningtreec.org/Employment> and select the Events Director position.