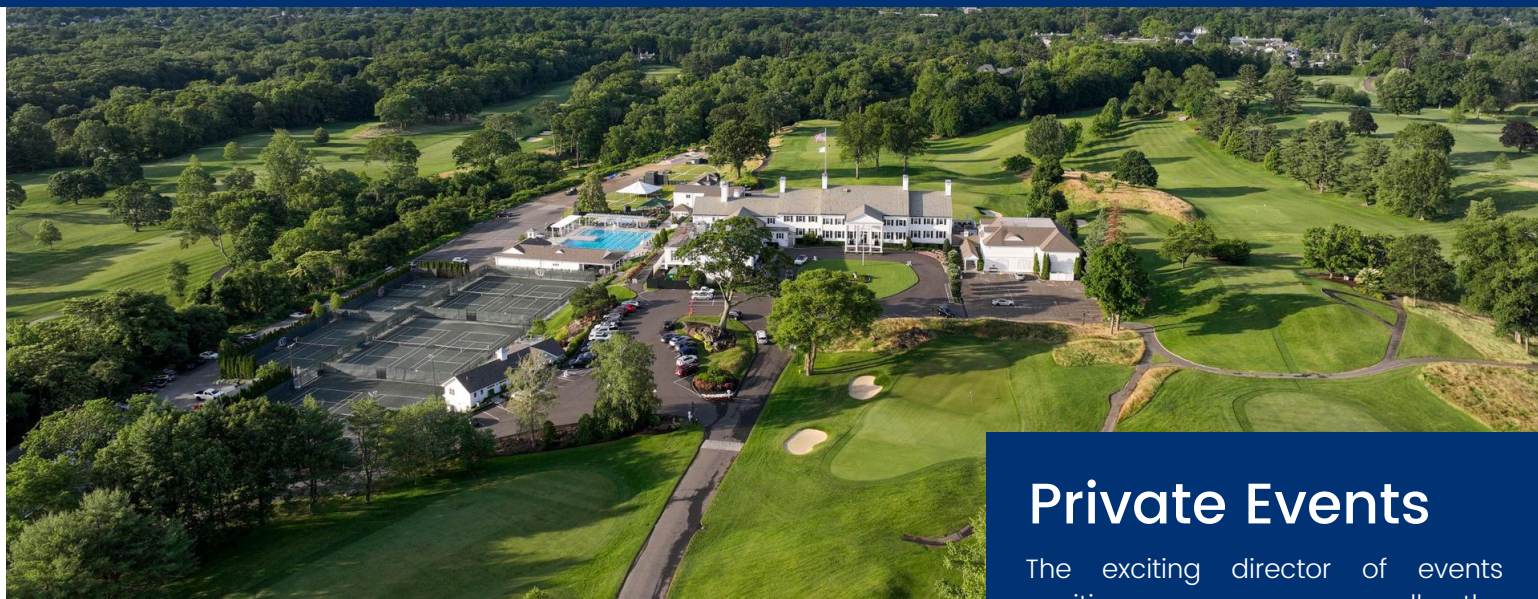


Director of Private Events



The Club

Founded in 1892 as the Fairfield County Golf Club, the organization was the fourth country club established in the United States. Julian W. Curtiss served as the Club's first president; his capacity for organization and his love for sport inspired his efforts in bringing golf to the United States through his work with the A. G. Spalding company. In 1909, the Club's name was changed to Greenwich Country Club, reflecting its expansion of member facilities.



The Club now offers a wide breadth of amenities, including tennis, squash, paddle, pickleball, aquatics, fitness, bowling, camp, and sporting clays. The Club has overnight member guest accommodations 16 beautifully appointed guest rooms. In 2018, world-renowned golf course architect Beau Welling renovated the storied Seth Raynor 18-hole golf course, including new Bent grass greens and bunker complexes. The club features three distinctly different clubhouse a la carte dining venues and two seasonal food & beverage operations, as well as a grand 400-seat ballroom.

Private Events

The exciting director of events position encompasses all the activities involved in an event, from planning to execution. This position involves member interaction, building relationships, managing event staff. This position will create meaningful and impactful member events, build life memories, and foster member relationships.

The Director must be passionate about executing and delivering outstanding service to enhance the member and guest experience while thinking strategically. The Director must demonstrate internal team leadership while employing an entrepreneurial, collaborative, and results-oriented approach to lead and drive the production of high-quality events that advance and cultivate new member business. The GCC Banquet revenue averages \$1.2 million dollars annually. Catering in our club is business within an industry; therefore, the Director of Private Events must possess high-level interpersonal and management skills to manage staff, members, and talent effectively.

The Position

Essential Job Duties

- Handle all member event inquiries
- Assist AGM with planning and execution of all member club events
- Generate contracts for all catering and special events
- Track and receive all deposits, correspondence history, and event life cycle
- Facilitate all member event inquiries and respond within a timely manner
- Prepare and present weekly/monthly/annual revenue forecast
- Generate BEO, room diagram to scale, seating chart if applicable, event timeline, and opening/closing duties for the team
- Develop, implement, and monitor annual sales (marketing) and budget for the banquet department; take corrective actions as necessary to help assure that financial goals are met
- Adapt and tailor banquet menus with Executive Chef and AGM according to industry trends and member preferences
- Conduct agenda-driven weekly BEO meetings with management team
- Promote, advertise, and internally market the club's social event facilities and capabilities to all members. Implement member marketing campaign to educate the members on the club's banquet operations and capabilities
- Maintain current and accurate digital member files for all events
- Coordinate and assist with the setup, delivery, and storage of all necessary equipment
- Check function sheets against actual room set-up; oversee personnel scheduling for special functions and may help supervise service personnel
- Respond to and archive member feedback to enhance future event experiences
- Obtain necessary permits for special events/functions
- Attend management meetings to review policies and procedures, upcoming business, and to continually develop quality and image of banquet functions
- Track new products and trends in food service and catering applicable to the club. Assume responsibility of manager on duty (MOD) when necessary

Please direct all resumes to karmstrong@greenwichcountryclub.org and jcalla@greenwichcountryclub.org



Key Facts

- Average Food & Beverage \$3.1MM annually clubwide
- Direct reports are Assistant Director of Private Events, Houseman, and Service Team
- The Club has one 120,000 sq. ft. clubhouse supported by 650 members.
- The Clubhouse is closed for all food and beverage for the month of February
- The peak season spans May – October
- The Director of Private Events reports to the Assistant General Manager and collaborates with the Executive Chef, Director of Restaurants, and the Assistant Director of Private Events



Job Requirements

- College degree required
- 3 Years of Event Planning or Event Sales in a lead position
- Must be able to communicate & interact professionally with members & employees
- Ability to communicate in Spanish is a plus.
- Must be organized, self-motivated
- Ability to multitask and prioritize in a demanding environment
- Exhibit a friendly, helpful and courteous manner with members and fellow employees.
- Frequent standing for extended periods of time.
- Regular lifting up to 50 Lbs.