



BROOKLAWN COUNTRY CLUB

EST. 1895

HOME OF THE:

2021 USGA U.S. Women's Senior Open

2023 MGA 68th Ike Championship

An A.W. Tillinghast Golf Course Design

SEEKING: EVENTS COORDINATOR

RELATED TITLES:

DIRECTOR OF EVENTS, EVENTS MANAGER, EVENT SALES

BROOKLAWN CC WEB SITE: www.brooklawnc.com

Brief History: Brooklawn Country Club was established in 1895 as a private member Club located in beautiful Fairfield, CT, one of the original clubs in the area. Brooklawn features a championship 18-hole A.W. Tillinghast golf course layout. The Club has also hosted five USGA championships and multiple local MGA qualifiers and championships. Brooklawn offers a robust racquets program including paddle and pickle access, pool and camp programs, golf practice facilities, a beautiful original 8 lane bowling alley, two year-round golf simulators, billiards room, and a renovated Clubhouse for dining, locker services, and events.

Role: We are seeking a professional, self-motivated individual with an outgoing, engaging personality to lead our events team as our new EVENTS COORDINATOR. At Brooklawn CC, this role will be an integral management-level position within the Club's food and beverage organizational chart. This hands-on position will manage all aspects of member and outside/private event services in the newly renovated main clubhouse and throughout the Club's facilities. Successful candidates will become the face our fast-growing events presence at the Club and in the local community. This individual will also play an important role in promoting the Club culture through the food and beverage team and throughout the Club's various departments.

Reports To: General Manager, Clubhouse Manager (indirect)

Management Team: Clubhouse Manager, Dining Room Manager, Assistant Dining Room Manager, Executive Chef, Sous Chef, Maintenance Manager

Supervises: Events Assistant, Banquet Captain(s), Event Staff, Clubhouse and Food and Beverage Staff (indirect)

Primary Responsibilities: The Events Coordinator's primary responsibility will be managing all aspects of member and outside/private events business for the Club. This includes but is not limited to all types of events, event marketing through print and website, inquiry management and follow up, menu development and pricing, event planning and setup, event execution, financial tracking and management, etc. This role will be directly supported by the Clubhouse and Dining Room Manager. *The expectation is the Events Coordinator, Clubhouse Manager, Dining Room Manager, and Executive Chef, will strive as a team to run an efficient, professional, world class country club events and dining program.*

Secondary Responsibilities: The Events Coordinator's secondary responsibilities will be to support the Clubhouse Manager, Dining Room Manager, Executive Chef, and Clubhouse team with general event execution and daily Clubhouse operations.

Compensation and Expectation of Hours: This position is a full-time management role within the organizational structure of the Club. Although a "seasonal" club, the expectation of hours is full-time, year-round. The busiest months are May to October and may require some six-day work weeks. The Club encourages family/personal time and will be flexible with time off throughout the season. Monday outings may also be required. The shoulder seasons are lighter November to April, with ample time in the winter months for time off.

Compensation will be commensurate with experience. This position does include health benefits, 401k, educational opportunities, stipend consideration, professional association dues, performance bonus, and potential incentive bonus.

Application Process: Interested candidates should provide a professional cover letter and resume directly to the General Manager/COO. Professional portfolios showcasing event photos, menus, administrative tools, etc. are encouraged. The Club does require background checks for their application process.

Applications being accepted now. Position is available as early as July 15, 2024.

Please email: christopher@brooklawncc.com

THE HISTORIC CLUBHOUSE

