



**Opportunity Available:
Director of Events
Plainfield Country Club
Edison, NJ**

OUR RICH HERITAGE

Founded in 1890 as the Hillside Tennis Club, Plainfield Country Club has enjoyed a revered reputation among families and golf enthusiasts alike. The main course was designed by Donald Ross and opened in 1921. Recently, the course has been fully restored and renovated by highly acclaimed course architect, Gil Hanse. Newly renovated sports facilities also include an expansive racquets facility with tennis, platform tennis and squash courts, and a completely new aquatics center. The club prides itself as a “Family Country Club with World Class Golf”.

Additionally, an extensive renovation of the Historic Clubhouse has just been completed. *The Hillside* (seats up to 94 and is pictured below) is a completely new space and has quickly become the dining area of choice for Members and Guests alike. Other Clubhouse dining spaces include the Dornoch Grille (seats 48), Champions Room (seats 36), Ball Room/Main Dining Room (accommodates functions for up to 200) and Outdoor Patios (up to 120). The kitchen has been expanded, completely renovated and includes new state of the art equipment. Current annual food revenues are \$1.4 M and beverage revenues are \$900K. The kitchen currently operates 6-7 days per week during the peak summer season, but is closed for dining during the months of January and February. One of PCC’s goals is to sustain a significant increase in utilization and food & beverage revenue.



“Giving back” and hosting Championships is a priority for PCC. Our history includes the 1978 U.S. Amateur, 1987 U.S. Women’s Open, the PGA Tour’s 2011 & 2015 Barclays (now the Northern Trust), the 2018 Junior President’s Cup and countless regional and state championships. Acting as the host of PGA Tour events generated millions of dollars for local charities, including PCC’s First Tee of Plainfield program. PCC is the first private country club in the U.S. to start and operate a First Tee program on its property. Professional staff development and career advancement are also priorities for PCC staff in every department.



Position Description:

The Director of Events (DE) will oversee and manage all events on Plainfield CC's calendar, with the goal of consistently providing an exceptional experience for our Members, their families and guests. The DE will also be responsible for achieving the Club's critical financial objectives in regards to all events activity.

This position will report directly to Jon Anthony LaRocca Plainfield Country Club's General Manager of Clubhouse Operations (GM).



Key areas of responsibility include:

- Responsible for upholding the Plainfield Country Club mission statement and implementation of all Club policies and procedures.
- Provide a high level of service and hospitality for all event attendees.
- Oversee roles of the Assistant Director of Events, all Event servers, banquet set up, bartenders and bussers in preparation of, and during all events. Coordinate with the GM for all staffing needs.
- Work closely with other departments to establish best practices and ensure that events and projects are executed smoothly and staffed appropriately.
- Provide potential clients with welcoming tours, necessary information, pricing, etc. to “sell” events.
- Write and execute all contracts and requests for deposit for final approval of the GM and CFO. DE will also monitor status of all scheduled payments and provide CFO regular updates as needed. Contracts are to include details for all event needs.
- Collaborate closely with the Executive Chef and GM for design of event menus, and management all event food, beverage, staff and set up costs.
- Build diagrams/floor plans for all events.
- Regularly assess Member and sponsored Client satisfaction levels for each event.
- Maintain frequent contact and interaction with upcoming event sponsors and clients.
- Create and monitor budgets for every event, with approval of the CFO and GM.
- In partnership with the Head Golf Professional, recruit and retain corporate and charitable golf outings.
- In partnership with the Asst. DE, recruit weddings, parties and other Clubhouse events.
- Maintain close working relationship with the Chief Operating Officer/Director of Golf, GM, Clubhouse Manager, CFO, Greens & Grounds Superintendent, Head Golf Professional, Facilities Manager, Director of Racquets and all other Managers and Staff.
- Assist the GM and CFO in the preparation of budgets, including forecasting and review of all Event Food & Beverage revenues and expenses on a weekly, monthly, and annual basis.
- Oversee maintenance and updates to the BEO system including all menus, golf & wedding packages, etc.
- Coordination with the AR and billing team on all P&O and member events
- Partner with the Asst. DE on the Member Event Promotion and registration process to include PCC website, email, Instagram, APP, signage, etc.
- Maintain updated files on all past and potential clients (leads). Regular contact is to be maintained with all “leads” to ultimately book their events.
- Oversee inventory of banquet furniture, fixtures and equipment.
- Conduct weekly BEO meetings with the F&B team.
- Attend all staff, management, and house committee, and other applicable meetings.

Experience / Qualifications / Skills:

Including, but not limited to, the following:

- Strong management, leadership, and communication skills.
- A “team player” that is focused on PCC’s goals and objectives.
- Solid computer skills including Outlook, Word, Excel, POS systems, etc.
- Provide a highly respectable workplace and culture for the entire hospitality team.
- Excellent interpersonal skills.
- Strong leadership skills with proven experience in recruiting, managing and motivating a dynamic team.
- Able to communicate effectively and professionally in both verbal and written formats.
- Must demonstrate appropriate analytical skills, attention to detail and creativity.
- Must work a flexible schedule to include nights, weekends and holidays.
- Ability to stand for extended periods of time and occasionally lift up to 50 lbs.
- Honesty and integrity.
- A high level of self-motivation and a strong desire to further develop career.

Compensation and Benefits

The club will provide a compensation and benefits package commensurate with experience and qualifications. This includes but not limited to:

- Competitive Base Salary (commensurate with experience)
- Significant Operations Bonus connected to PCC revenue and expense budgets.
- Benefits - 4 weeks’ Paid Vacation (4 weeks to be taken between January 1 and March 1), 401K, Health, Dental, Disability, Life Insurance, Meals, Professional Dues, On-going Education and Cell Phone expenses.

Application Instructions :

Please submit your cover letter, resume, and references to Jon Anthony LaRocca jal@plainfieldcc.com.



