

## **Event Coordinator**

### **The Shore and Country Club**

Founded in 1908, the club sits on an 8-acre peninsula extending into Norwalk Harbor; the Shore and Country Club provides a unique waterfront environment for its members. Its focal points are the 25-yard freshwater pool, children's pool, two sanded beaches, ten tennis courts, a 98-slip marina, a robust selection of youth programming, and a beach house that offers three open-air dining areas facing the beach; the facilities at the beach house also contain locker rooms, showers, and family changing rooms. In addition, the 30,000+ square foot clubhouse provides a ballroom accommodating up to 200 guests, an outdoor patio, two dining rooms, two bars, and multiple administrative offices. The Club has 475 memberships in all categories.

**Job Title:** Event Coordinator

**Reports To:** General Manager

**Direct Reports:** Supervisor(s), Head Bartender, Bartenders, and Servers.

**Food and Beverage Volume:** \$ 2.1 million, with 25% comprised of catering.

### **Event Coordinator opportunity at The Shore and Country Club.**

A unique opportunity exists for a high-energy candidate who is passionate about events and creating positive and lasting memories for members and guests.

The Event Coordinator is responsible for the general operation of club functions relating to member and sponsored member banquets and Club events, ensuring that all services exceed members' and guests' expectations. They will develop an awareness of the "club culture" and be responsible for the hospitality, friendliness, and goodwill among members, guests, and staff.

### **Key Responsibilities**

Duties include but are not limited to:

1. Handles all event inquiries.
2. Create banquet event orders (BEO) for all banquets and club events.
3. Generate and distribute contracts and bills to all members and guests.
4. Is responsible for the day-to-day execution of all banquets and club events.
5. Serve as the point of contact with the event host during their event and ensure all specifications are up to standard.
6. The Event Coordinator works closely with the Assistant General Manager, General Manager, and the club's Entertainment Committee to coordinate and execute club events.
7. Work with the Executive Chef and Management team to determine selling prices, menus, and other details for both banquets and Club events.
8. Update weekly function information for all affected staff.
9. Create diagrams of room layout, banquet item placement, and related function details.
10. Conduct pre-shift meetings with employees.
11. Direct staff for setup, execution, and breakdown of events.
12. Assures the neatness, cleanliness, and safety of all banquet areas.
13. Assures proper inventory of all banquet service equipment and supplies to meet required needs.
14. Meets with other department managers to plan food and beverage aspects of special events.
15. Completes other special projects made by the General Manager and Assistant General Manager.

### **CANDIDATE QUALIFICATIONS**

- Eager to learn and passionate about events.
- Thoroughly enjoys creating lasting memories for members and guests.
- An outgoing and friendly personality and embraces the Club's culture and traditions.
- Is a "relationship" person who is successful in finding solutions with all sides in mind.
- Has knowledge of wine, beer, and spirits.
- Has an intuitive style resulting in a sincere and visibly engaged presence with members, guests, and staff; a truly engaging "people person."
- Point of Sale experience and computer skills, including use of Microsoft Office programs.
- Strong verbal and written communication skills.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

The ideal candidate will have a minimum of two years of related hospitality industry experience. Private club experience is preferred and highly beneficial.

This position requires the ability to perform essential job functions with physical demands, including standing, walking, reaching with hands and arms, stooping, talking, hearing, and the ability to lift 50 or more pounds.

## **SALARY AND BENEFITS**

- The salary is open and commensurate with qualifications and experience.
- Club Management Association of America Dues and Local Chapter Dues
- Medical, Dental, and Vision Insurance
- 401k, Paid Time Off, and Relocation assistance.
- A positive working environment.
- Closed on Thanksgiving, Christmas Eve, Christmas Day, New Year's Day.
- The Club is fully closed (other than administrative offices) from January through mid-March.

If interested, please email your resume to:

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General Manager  
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