

Blairmont Club

Events Coordinator – Job Description

Position Summary:

The events Coordinator is responsible for the planning, execution, and oversight of all events held at the Blairmont Club, including member and non-member events. This position involves coordinating food and beverage services, ensuring seamless communication across departments, maintaining a high level of guest satisfaction, and actively promoting the Club's event offerings. The coordinator will work closely with members and guests to tailor events to their preferences and budgets while upholding the Club's standards of excellence.

Primary Responsibilities:

- Plan, organize, and execute all Club events, including coordination with members/guests, Chef, Service Staff, and General Manager.
- Provide menu and beverage recommendations based on guest preferences and budget.
- Ensure all event details are accurately reflected in party sheets and communicated to relevant departments.
- Maintain the highest standards of food preparation and presentation.
- Oversee rooms setup, cleanliness, and organization, ensuring all materials (tables, chairs, utensils, etc.) meet event specifications.
- Monitor events in real-time to anticipate and resolve issues promptly.
- Ensure compliance with all health and safety standards related to food holding, serving, and sanitation.

Job Elements:

- Receive, review, and filter all event inquiries, initiate party sheets accordingly.
- Ensure event details are accurately entered into the Club's master calendar.
- Update event orders and logs based on communications and ensure accurate dissemination across departments.
- Keep all files and documentation current and organized.
- Generate reports (e.g., banquet schedules, incident reports, staff documentation).
- Create and manage materials such as signage, menus, directional aids, table numbers, and tent cards.
- Update and maintain the **Excel Event Dashboard** for all inquiries and bookings.
- Conduct guided tours for potential members and event hosts, promoting Club services and maximizing sales opportunities.
- Ensure appropriate staffing levels and scheduling for all events.
- Train banquet servers on Club standards, service etiquette, and setup protocols.
- Oversee event execution to ensure smooth operations and adherence to party sheet specifications.
- Manage inventory of all event-related equipment and supplies; reorder as needed with GM approval.
- Assist with cost control processes, including food and beverage pricing, budget goals, and event proformas.

Additional Responsibilities:

- Coordinate with marketing and approved social media outlets regarding upcoming events and their impact on Club operations.
- Assist with day-to-day Club operations during management absences, including performing duties as a host, server, bartender, expediter, or in any other capacity needed to ensure smooth operations.
- Answer phones, return messages, and accurately record reservations in the reservation book.
- Complete other assignments as directed by the General Manager.

Qualifications & Skills:

- Proven leadership and coordination abilities.
- Excellent communication and interpersonal skills.
- Ability to make quick, sound decisions under pressure.
- Strong organizational and multitasking skills with keen attention to detail.
- Hospitality or catering experience required.
- Proficient in Microsoft Office (Excel, Word, Outlook) and general computer applications.
- **Ability to maintain confidentiality and professionalism.**
- Creative, proactive, and customer-focused mindset.
- Demonstrated ability to manage multiple projects and deadlines simultaneously.
- Familiarity with event budgeting and maximizing revenue opportunities.

Reports To: General Manager

Classification: Full-Time, Salaried, Exempt

The position is open May 15th.

Any interested candidate should submit a compelling cover letter and resume for consideration to chris.cmingos@blairmontclub.com and Jennifer.harvey@blairmontclub.com