June 4, 2025

Title, Manager of Banquet/Sales

Edgeworth Club, Sewickley PA | Phone #: 412-741-8500

Contact Information: Joe Ciccone, General Manager/COO and Kate Quinn, Assistant General Manager

Email resume to Joe@Edgeworthclub.com and Kate@Edgeworthclub.com

- Responsible for Sales and Execution of Banquet and Events Department. Direct reports include two Banquet Managers and department of 20 wait staff and bartenders.
- Experience in balancing high volume demands for banquet space with a 12-month member event calendar.
- Interaction and collaboration with club events committee for 24 annual signature member events including major holidays, creative theme events, member family events and Wine Society Dinners.
- Experience in creating high quality Banquet packages for Wedding and Social Market, maintaining menus and bar packages, and an effective Banquet selling portfolio.
- Jonas reservation or similar point of sale systems experience for contracted space, BEO delivery and Contracted business.
- Oversight of larger events, being the main point of contact, and delegation of smaller events to two qualified Banquet Managers.
- Become a primary representative of the Edgeworth Club with for all Club Committees and the Sewickley Borough.
- Proven Ability to Tour, close the sale, generate correspondence and distribute Jonas contracts, BEO's as the key communication method of the club. Directly overseeing Managing large events, execution of high-profile Member Weddings and Social/Charity Events.
- An Executive level position held in the highest regard with responsibility for $ 1,000,000 in Banquet Food and Beverage Sales annually. Monthly and annual forecasts for Sales, Labor and al expenses relating to the department.
- Ability to interact with high performing Culinary team on menu creation, tastings, timeliness and delivery of all Banquet and Member Events.

Starting Salary: NEGOTIABLE. $60,000 to $70,000 plus commission. Fully paid Health, Dental and Vision, participation in club IRA with matching funds, and bonus program.