



Wedding & Social Events Manager – Job Description

Position Summary

The Wedding & Social Catering Manager is responsible for planning, coordinating, and executing weddings, receptions, member celebrations, and private social events at The Union Club. This position serves as the primary point of contact for members and guests throughout the planning process, ensuring every event reflects the Club's tradition of exceptional hospitality, personalized service, and attention to detail. The manager works closely with the culinary, banquet, and clubhouse teams to deliver memorable experiences while meeting operational and financial objectives.

Key Responsibilities

Member & Client Relations

- Serve as the primary contact for members and clients planning weddings, receptions, private parties, showers, anniversaries, celebrations of life, holiday events, and other social functions.
- Conduct consultations to understand each client's vision, guest count, budget, menu preferences, and event expectations.
- Develop customized event proposals, banquet event orders (BEOs), contracts, and detailed timelines.
- Conduct clubhouse tours, menu tastings, and planning meetings.
- Build lasting relationships with members while delivering exceptional personalized service from initial inquiry through post-event follow-up.

Event Planning & Coordination

- Coordinate all aspects of weddings and social events from booking through execution.
- Collaborate with the Executive Chef to develop customized menus that align with the Club's culinary standards and the client's preferences.
- Coordinate dietary accommodations, special requests, and service enhancements.

- Develop detailed event timelines and ensure seamless communication among all departments.

Event Operations

- Oversee all banquet and catering operations for weddings and social events.
- Coordinate room setup, décor placement, audiovisual needs, food service, beverage service, and event breakdown.
- Ensure events are executed according to Club standards for hospitality, professionalism, and quality.
- Monitor event timelines and address operational needs throughout each event.

Team Leadership

- Assist in recruiting, training, scheduling, and supervising banquet service staff.
- Provide leadership and direction during events while promoting teamwork and accountability.
- Maintain a positive, professional, and service-oriented work environment.
- Support staff development through coaching and performance feedback.

Vendor Coordination

- Serve as the liaison between The Union Club and outside vendors including florists, entertainment providers, photographers, rental companies, wedding planners, and other event professionals.
- Coordinate delivery schedules and vendor access while ensuring compliance with Club policies.
- Ensure vendor activities complement Club operations and member expectations.

Quality Assurance

- Maintain exceptional standards for food presentation, beverage service, event setup, cleanliness, and hospitality.
- Conduct pre-event inspections to ensure readiness.
- Respond promptly and professionally to member or guest concerns, ensuring complete satisfaction.

Financial & Administrative Responsibilities

- Prepare contracts, banquet event orders (BEOs), invoices, and event summaries.
- Monitor food, beverage, labor, and operating costs to achieve departmental profitability goals.
- Maintain accurate event calendars, client records, and planning documentation.
- Assist in achieving annual catering and banquet revenue goals.

Compliance & Safety

- Ensure compliance with all food safety, sanitation, alcohol service, and workplace safety regulations.
- Maintain ServSafe and other required certifications as applicable.
- Enforce Club policies and operational procedures.

Problem Solving

- Anticipate potential challenges and develop proactive solutions.
 - Adapt quickly to last-minute requests or changes while maintaining exceptional service standards.
 - Make sound decisions under pressure to ensure successful event execution.
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Qualifications

Education

- Bachelor's degree in Hospitality Management, Event Management, Business Administration, or a related field preferred.

Experience

- Two to five years of experience in catering, banquet operations, hospitality, country club, hotel, or private event management.
- Experience planning weddings and upscale social events preferred.
- Private club or luxury hospitality experience is highly desirable.

Required Skills

- Exceptional customer service and relationship-building abilities.
- Strong organizational and project management skills.

- Excellent written and verbal communication skills.
- Leadership and team development experience.
- Budget management and financial awareness.
- Ability to multitask in a fast-paced hospitality environment.
- Proficiency in Microsoft Office and catering/event management software.

Core Competencies

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|-------------------------------------|----------------------------|
| • Member & Guest Service Excellence | • Communication |
| • Event Planning & Coordination | • Organization |
| • Leadership & Team Development | • Problem Solving |
| • Relationship Management | • Adaptability |
| • Attention to Detail | • Time Management |
| | • Financial Accountability |
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Working Conditions

- Requires evening, weekend, and holiday availability based on event schedules.
 - Frequent standing, walking, lifting, and movement throughout the clubhouse and event spaces.
 - Ability to manage multiple events while maintaining composure in a fast-paced environment.
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Ideal Candidate

The ideal Wedding & Social Catering Manager for The Union Club is an energetic hospitality professional who is passionate about creating exceptional member experiences. This individual combines creativity, organization, and operational excellence with a genuine commitment to personalized service. They thrive in a private club environment, develop lasting relationships with members, lead teams with professionalism, and consistently deliver elegant, memorable events that uphold The Union Club's tradition of excellence.

Salary \$50,000 - \$60,000 plus other benefits.

Reports to Director of Catering

Send Resumes to Preston Smith, CEO

psmith@theunionclub.org