

TITLE: PRIVATE EVENT MANAGER

REPORTS TO: Director of Food and Beverage

SUMMARY:

The Private Event Manager is an integral member of the F&B management team responsible for sales, planning and execution of weddings, corporate events, golf tournaments and private functions. The private event manager will coordinate all events and oversee a banquet manager, event coordinator, captains and full and part time banquet staff to deliver memorable experiences.

Primary Duties:

Work closely with members and guests to design room layouts, menu selections and create BEO's with precise details and communicate all event information to the F&B team and all related departments. Ensure that quality standards are maintained, including the physical appearance of all spaces and work areas. Coordinate with the culinary team to ensure accurate food service execution and timely delivery. Maintain a clean, safe, energetic work environment with top-tier service per MGC guidelines.

LEADERSHIP ABILITIES:

Ensure team members have the tools to succeed for every event. Monitor staff performance, appearance, and set an example of high standards. Ensure proper event coverage by means of staffing, training, communication and hands-on leadership.

Engage & Contribute:

Actively participate in hands on execution, training, and club-wide initiatives. Take on additional responsibilities as needed and assigned by the director of F&B to drive the team's success.

THE IDEAL CANDIDATE:

The ideal candidate will have over five years of related event experience, including experience in a managerial role in an upscale banquet execution role. Experience in private clubs is preferred, though candidates from luxury hotels, resorts, or high-end hospitality settings are also welcome. A stable career with significant achievements and a proven track record in building, training and leading cohesive, service-focused teams is required. A candidate who understands the importance of timely response to members and clients is expected.

ORGANIZATIONAL SKILLS AND ACCOUNTABILITY:

A sharp attention to detail, exceptional organizational skills and the ability to hold oneself and others accountable.

TECHNOLOGY:

Proficient in Microsoft Office, Canva, Internet Applications and Private Club POS software with project management and analytical skills.

WORK REQUIREMENTS:

An open and available schedule especially during peak season (Memorial Day-Labor Day). Day's, Nights, Weekends and Holiday's as is typical in the Hospitality industry. A generous work/life balance unique to the private club sector January-March with a typical 4 day work week.

PHYSICAL REQUIREMENTS:

Able to sit or stand for long periods of time

Able to lift 40lbs

Able to work well within a team/family environment under varying degrees of stress

Benefits:

Medical and Dental Insurance

401K with Company Match (up to 5%)

Company Sponsored Life Insurance

Holiday Bonus

Cell Phone Reimbursement

Golf/Raquet Privileges

Work Life Balance: January-March Typically a 4 day Work Week

Salary: \$80,000-90,000yr

Applicants should reach out to:

Frank Mirabile, CEC

Executive Chef/Director of F&B at Monroe Golf Club

fmirabile@monroegolfclub.com