SADDLE & CYCLE CLUB

DIRECTOR OF EVENTS

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STRATEGIC CLUB SOLUTIONS

SADDLE & CYCLE CLUB

Founded in 1895 as a cycle club on the shores of Lake Michigan, Saddle & Cycle Club is one of Chicago's oldest private clubs, with more than 130 years of history. The Club offers dining, racquets, golf, and swim facilities alongside year-round family traditions and member-sponsored private events.

.www.saddleandcycle.com

DIRECTOR OF EVENTS

The Director of Events leads the planning and execution of private events, weddings, banquets, member functions, and Club-sponsored programming at the Saddle & Cycle Club. The position oversees the full event cycle, from initial inquiry through execution and final billing.

This is a hands-on leadership role. The Director builds and enforces structure while directly guiding and developing the events team. The success of this role is measured by consistent execution and a strengthened member experience. The role sits within a traditional, membership-based environment where established service standards and discretion with member information are expected at all times.

The Director works closely with the Culinary, Food & Beverage, Membership, and Marketing teams and participates in the Club's Social Committee.

Reports to: Director of Culinary
Direct Reports: Club Events Manager; Banquet Team

Key Objectives:

Establish Structure and Operational Consistency

- Bring order and predictability to private events, which currently run reactively.
- Implement clear, documented workflows for private and Club-hosted events alike.
- Set and enforce standards for room setup, breakdown, and turnover between events.
- Strengthen the accuracy and timing of BEOs so departments receive details in advance.
- Establish a member response standard of same-day contact, and no later than 24 hours.
- Lead pre-event meetings and follow through on-site to confirm standards are met.

Lead and Develop the Events Team

- Provide direct, on-site leadership to a capable and motivated but early-career team.
- Train, coach, and mentor the Club Events Manager and banquet employees.
- Own hiring, onboarding, scheduling, coaching, and performance reviews for the team.
- Set clear expectations so the team understands its roles and how to deliver.
- Invest in each team member's development and strengthen their confidence in their roles.
- Progressively build the team's ability to execute events without the Director on-site.

Elevate the Member and Event Experience

- Raise the food, beverage, and overall event product to a consistent, high standard.
- Apply the Club's "plus one" approach, improving on proven events each year.
- Design and deliver member programming, including holiday celebrations, wine dinners, and family events.
- Coordinate outside vendors for weddings and private events while protecting Club standards.
- Manage event budgets and allocate resources across categories to deliver within them.
- Contribute fresh ideas and collaborate with Culinary and leadership on event concepts.
- Drive member event strategy, represent Events on the Social Committee, and stay visible to members.

First-Year Priorities

The successful candidate will focus on:

- Document and standardize event workflows across private and Club events.
- Establish member responsiveness standards and hold the team accountable to them.
- Be present and hands-on at private events to train the team on-site.
- Take the lead on member events, including Social Committee participation.
- Support the transition to new event management software (Jonas conversion).
- Assess current processes and refine those that no longer fit the Club's direction.

Competencies and Qualifications

- Three to five years of progressive experience in event management, banquets, catering, or hospitality.
- Direct and recent experience leading front-line employees, with the ability to train and coach.
- Attention to detail paired with strong interpersonal and communication skills.
- Proven experience coordinating complex events involving multiple outside vendors.
- Working knowledge of budgeting, forecasting, and cost control, with accountability for event budgets.
- In-house food and beverage or culinary operational exposure sufficient to support event execution.
- Availability to work evenings, weekends, and holidays, with on-site presence during peak season (May through mid-August).
- Bachelor's degree in hospitality management or a related field, or equivalent experience (preferred).
- Prior private club experience (preferred).
- Familiarity with catering and event management software, with comfort adopting new systems (preferred).

Compensation and Benefits

- Salary compensation is commensurate with experience ($115,000 to $120,000), plus bonus.
- Comprehensive benefits package, including health, dental, and vision insurance; life and disability coverage; 401(k) with Club contribution; paid holidays, vacation, and sick leave.

Please do not contact the Club directly regarding this opportunity. Interested and qualified applicants should submit their resume in confidence to Joyce M. Halama, CCM at Strategic Club Solutions: Joyce@StrategicClubSolutions.com.

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STRATEGIC CLUB SOLUTIONS

Excellence in Achievement BOARDROOM 2018-2025 Awards

Golf Inc ADVISER OF THE YEAR 2018-2025

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