

OZAUKEE COUNTRY CLUB

JOB TITLE: Events Manager

REPORTS TO: Director of Food and Beverage

POSTION SUMMARY:

We are looking for a successful and enthusiastic person to produce events (club & private) from conception through to completion. Responsibilities include providing outstanding customer service and organizing memorable events that meet the quality expectations of the Club.

Ideal candidates will be a high-energy, focused leader who is detail-oriented, extremely organized, and enjoys working in a team environment. It is important to be able to collaborate effectively and is able to receive direction and input from a variety of stakeholder groups, including colleagues and members of the Club.

Note; This is a hands-on, working management position. Position will require varied work schedule including some weekends, holidays, and nights.

REPOSNIBILITIES:

Event Management

- Meets and plans future catering events with members while effectively communicating all information to operational staff for proficient execution of each event. All events should be planned from start to finish in a uniform manner.
- Develop and execute Club events – utilizing brainstorming with OCC Management Team and working closely with club committees/groups like Ladies Book Klub, Women’s Golf Organization, House/Social, etc.
- Work with the Executive Chef and Food & Beverage Director to establish profitable and competitive private event menus that meet members' needs
- Event planning, design and production while managing all project delivery elements within time limits
- Propose ideas to improve provided services and event quality.
- Liaising and negotiating with vendors.
- Handling logistics for events.
- Excellent time management and communication skills.
- Ability to manage multiple projects independently.

- Meets weekly with the Food and Beverage department to review upcoming events and parties.
- Updates weekly function information for all affected staff.
- Maintains club's master calendar and JONAS bookings. Work with department heads to identify, complete and implement one unified annual Club calendar of Member events.
- Handling budgeting, billing, and invoicing.
- Handling post-event reports and working with CFO to create Profit/Loss statements.
- Provided accurate forecasting of club & private event sales to properly execute the Club's budget.
- Developing event feedback surveys.

QUALIFICATIONS:

- Service oriented mindset making every member/guest feel valued.
- Attend events to get to know the membership and learn what events they are most interested in attending.
- Strong communication skills: listening, verbal, written, phone, text, and social media communications.
- Work well under pressure, coordinating multiple tasks at any given time.
- Strong organizational skills and attention to detail.
- Be adept at not only solving problems but maintaining your composure when doing so.
- Positive phone demeanor.
- Advanced working with Microsoft Office suite, including Word, Outlook, Publisher and Excel.
- Positive attitude and be willing to work as part of a team.
- Knowledgeable of all proper methods of food and beverage service, systems, controls, and costs.
- Must exhibit a professional appearance.
- A passion for providing high-quality Member service and commitment to exceeding expectations.
- Conduct ourselves professionally and respectfully.
- Work safely.

All interested parties should direct a cover letter and resume to Heather Korte via email – Heather@OzaukeeCC.com