

SALES AND EVENTS MANAGER

Are you a passionate and driven professional with a knack for sales, event planning, and hospitality? Do you thrive in dynamic environments where you can make a significant impact? If so, we want you to join our team as the Sales and Events Manager at The Madison Club!

Why You Should Apply:

- **Lead with Impact:** Take charge of promoting and selling our Club's banquet and catering services, working with both members and external clients to create unforgettable events.
- **Collaborative Environment:** Work closely with the Assistant General Manager, Banquet Manager, and other department heads to ensure seamless event execution.
- **Innovative Marketing:** Partner with our marketing team to develop and implement strategic plans that highlight our dining facilities for private banquets, business meetings, and social events.
- **Client Engagement:** Be the face of our Club, meeting and consulting with clients to contract events, from weddings to business luncheons.

Key Responsibilities:

- **Sell and Promote:** Secure contracts by meeting with clients, providing tours, and offering creative ideas for their events.
- **Event Coordination:** Oversee and assist with all aspects of event planning, including menus, setup, decorations, and entertainment.
- **Collaborate with Chefs:** Plan menus and coordinate event details with our culinary team to ensure a delightful dining experience.
- **Ensure Satisfaction:** Be present at major events to greet and serve guests, addressing and resolving any issues to ensure client satisfaction.
- **Budget Management:** Develop pricing policies, monitor budgets, and achieve sales goals.
- **Oversee Teams:** Direct and support the Event Coordinator and ensuring their activities align with overall sales and marketing strategies.
- **Main Wedding Planner:** Serve as the primary wedding planner, working closely with couples to bring their vision to life and ensure every detail is perfect.

How to Apply:

Ready to take your career to the next level? Send your resume and a cover letter outlining your qualifications and experience to azimmerman@madisonclub.org.

Join us at The Madison Club and be part of a team dedicated to delivering exceptional service and creating memorable events.