



Position Summary:

The **Director of Catering and Events** is a key member of the BAC Management Team and reports directly to the General Manager. The Director is responsible for promoting, planning and leading member-related activities, both private and Club. Club events include, but are not limited to meetings, Holiday and Social Parties. The Director coordinates and organizes all events, staying within any budgetary constraints and ensures Club events are properly advertised. The Five Core duties of the position are as follows:

- Fully plans all events, Club and private, in conjunction with staff, host and/ or appropriate Member Committee(s); markets all Club events to ensure maximum participation.
- Develops strong member relations through collaboration with Members and the Club's Management team in order to ensure an outstanding Member experience.
- Works to promote participation at Club events by ensuring that Members receive relevant information about Club events through effective means of communication.
- The Catering and Events Director will be responsible for supervising, training and hiring of all front of the house staff, including wait staff, bussers, food runners and beverage servers.
- Maintains a visible, engaging presence in the clubhouse, especially during peak Member usage times, acting as Manager on Duty as assigned.

RESPONSIBILITIES:

- Communicate effectively with those interested in hosting events at the Club, responding to all inquiries promptly
- Anticipate Member and guest needs, acting promptly regardless of how busy.
- Collaborate with event host upon arrival regarding proper set-up and event execution.
- Develop and proposes creative solutions to meet event requests as needed.
- Greet guests upon arrival and assists in directing them to the event area.
- Address Member and guest complaints and advises the General Manager about appropriate corrective actions to be taken.
- Coordinate with outside vendors and professionals prior to the event, making introductions and ensuring that all arrangements are agreeable.
- Coordinate deliveries of scheduled event amenities with vendors.
- Maintain confidentiality of Member and guest information and pertinent Club data.
- Maintain complete knowledge of and comply with all departmental policies and procedures.

DUTIES:

- Plan all private events thoroughly and accurately ensuring the host's needs are met.
- Create, maintain and update all event related files and software.
- Give tours of the facilities and discusses booking logistics, room options and menus with potential event hosts.

- Create floor plans for private and club events and prepare Banquet Staff accordingly.
- Review sales for previous day and resolve discrepancies with Accounting. Track revenue of Club events against budget.
- Ensure billing and follow-up notes to event hosts are completed within 72 hours of event.
- Develop annual budgets for areas of responsibility in conjunction with the General Manager; approves all related invoices before submitting to the accounting department.
- Responsible for all department invoices and expenses.
- Prepare P&L's for Club events as requested.
- Responsible for meeting or exceeding budget expectations of Club events.
- Monitor the core calendar of regular and routine Club events and adapts as needed to meet Member expectations.
- Prepare monthly/weekly forecasts of event schedule.
- Ensure that all events/meetings are correctly set each day.
- Conduct pre-function meeting with F&B staff to review all information pertinent to set up and service.
- Inspect the scheduled function areas for cleanliness, proper furniture/equipment set up and rectify any deficiencies.
- Inspect table set-ups, checking for cleanliness, neatness and agreement with event requirements and department standards.
- Inspect Bar and Food set up for cleanliness, attractiveness, layout and agreement with event requirements and department standards.
- Work with the General Manager to develop interesting ways of promoting club activities and to establish and ensure a consistent style, pattern, and timeline for all Club event communications in order to generate appropriate participation levels.
- Manage the club's social media outlets.
- Meet weekly with the F&B department to review upcoming events and parties, and updates all necessary departments of any changes or revisions.
- Regularly meet with the Executive Chef and Food & Beverage Management team to review, revise and update the catering menu and equipment requirement, reflecting culinary trends, prices and Member and guest needs.

Salary and Benefits

- Compensation is commensurate with qualifications and experience
- Medical, Vision, Dental
- Paid Vacation
- Complimentary Meals
- CMAA Dues/Education Reimbursement

Contact Paul Spencer, General Manager to apply pspencer@bacmi.net or 248-646-5050