



## **Event Coordinator**

Arcadia Bluffs Golf Club – Arcadia, MI

### **Position Summary –**

The Event Coordinator promotes the Club's facilities for private banquets, business, and other related Food and Beverage banquet activities. This position will help the special event hosts plan special functions that meet their groups needs. They will develop contracts for and oversee all administrative and operational aspects of preparing and serving events, from beginning to end. Must work with other applicable personnel/departments to assure the host and guests expectations are exceeded, and works to ensure the financial goals are attained for each event.

\*This position is set to begin mid-late March 2018.

### **Principal Duties:**

- Greet all arriving dining guests in a pleasant manner, making them feel welcome and at ease.
- Attend & participate in pre-meal meetings as requested by the Food and Beverage Director.
- Handle and count cash, make accurate change, record credit cards from guests, take deposits for special events.
- Set-up and break-down banquet tables, chairs, display tables and care, theme decorations and other equipment to accommodate the operations as required by the special event plan or diagram.
- Serve as MOD for all events and in the Dining Room as needed.
- Coordinate catering details and BEO's with management and other departments to ensure a successful catered event.
- Answer calls and process requests from guests. Make, return and follow up on calls to maintain proper communication with guests, departmental staff and management.
- Communicate with each manager in regards to their daily tasks, organizing and prioritizing the workload as it relates to catering events.
- A strong attention to detail and a commitment to excellent customer service is mandatory. Ability to use a computer to complete BEO's, invoicing, billing, correspondence is a must.
- Must be willing to work a flexible schedule including nights, weekends, and holidays.
- Develop a strategic and promotional plan to increase Special Event Sales for the venue which includes golf and food and beverages.
- Proactively solicit new business with effective sales calls, out of office presentations and handle all incoming calls.
- Create proposals, conduct site visits, negotiate and close contracts.
- Create relationships with local and national clients. These should include destination management companies, corporations, non-profits, bridal consultants, etc.
- Attend hospitality or bridal trade shows and participate in community/civic activities to maintain awareness and create booking opportunities.
- Maintain and exceed catering profits.
- 2 years of similar catering and/or event experience required.
- Restaurant management experience preferred.