**Events Coordinator**

The Carriage Club- Kansas City, MO

The Club has a rich and interesting history.

The Carriage Club Main Clubhouse was originally home to the Mission Hills Country Club in 1915 - back when one could drink in Missouri, but not quite as easily in Kansas. Lewis E. Kitchen, realtor and businessman, purchased Mission Hills Country Club’s Missouri property on January 11, 1955. The Carriage Club, Inc. was established in July of 1956.

The Club is a member-owned private club located in the heart of Kansas City, near the Country Club Plaza. The Club’s amenities include tennis with a state-of-the-art tennis pavilion currently under construction and 10 courts including two clay courts along with 2 platform tennis courts, a very active fitness facility, three swimming pools including a competition sized pool with diving well, ice rink, and a sport court. Annual food and beverage revenues total $1.9 million and consist of a la carte dining, private member parties, and Club-hosted events.

“Our vision for Carriage Club is to provide its members, their families, and their guests outstanding social experiences that emphasize friendship, fun and goodwill while enjoying the Club’s premier dining and recreational facilities.”

**What are we looking for?**

The Club is seeking a full-time Events Coordinator. Our Events Coordinator will plan and execute various private and club events. Experience in planning events with guests from 75 – 400 is preferred. Strong interactive and organizational skills are required. Resort and or country club experience a plus.

The Carriage Club is a unique and highly respected private club in the Midwest. Our members enjoy innovative and high-quality services and programs. Our continued tradition is the result of our Team Members staying true to our Vision, Mission, and Values.

Specifically, we look for demonstration of these Values:

• Hospitality - We're passionate about delivering exceptional Member and guest experiences.

• Integrity - We do the right thing, all the time.

• Teamwork – We are team players in everything we do.

• Ownership – We own our actions and decisions.

In addition, we look for the demonstration of the following key attributes:

• Member Focus • Quality • Productivity • Dependability • Adaptability

**I. Position**

Events Coordinator

**II. Related Titles**

Catering Director

**III. Job Summary**

Plan and develop contracts for and oversees all administrative and execution of all aspects of private and Club events. Promote the Club’s dining facilities for private banquets, business and social meetings and other member-related activities. Work with other departments to assure that the member’s and guest’s expectations are exceeded. Represent the Club in its relationships with various external constituencies.

**IV. Job Tasks (Duties)**

1. Plans member and member-sponsored banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning
2. Maintains a file of Club history information
3. Attends management and staff meetings as required
4. Effectively responds to member comments in accordance with Club standards, policies and rules; uses ideas, feedback and suggestions to continuously improve the services provided to members
5. Assists in developing and adhering to a departmental budget; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained
6. Plans and develops training programs and professional development opportunities for himself/herself and all other subordinates
7. Interacts with local Chamber of Commerce, Welcome Wagon and other community organizations to network and market the club
8. Provides guest tours and offers suggestions in efforts to sell the Club’s facilities for the occasion being planned
9. Works with the Executive Chef to determine selling prices, menus and other details for catered events; oversees the development of contracts
10. Suggests and helps guests plan menus in conjunction with the Executive Chef and/or other culinary personnel
11. Transmits necessary information to and coordinates event planning with production, serving and maintenance/housekeeping staffs; arranges for printing of menus, procuring of decorations, entertainment and other special requests, etc.
12. Inspects finished arrangements; be present to oversee the actual execution of the event
13. Checks function sheets against actual room set-up; oversees personnel scheduling for special functions and may help supervise service personnel
14. Coordinates scheduling of food and beverage service employee meetings
15. Handles member/guest feedback
16. Maintains past and potential client files; schedules calls/visits to assess on-going needs of prospective clients for catering services
17. Helps guests with parking, entertainment, decorations, audio/visual and any other requirements integral to events being planned
18. Represents members’ needs and interests on applicable Club committees
19. Obtains necessary permits for private functions
20. Arranges prompt payment for all events
21. Critiques functions to determine future needs and to implement necessary changes for increased quality
22. Attends management meetings to review policies and procedures, upcoming business

and to continually develop quality and image of banquet and catering functions

1. Tracks new products and trends in food service and catering applicable to the club
2. Assumes responsibility of Manager On Duty, including Club closing responsibilities, when necessary
3. Performs special projects as assigned by the Clubhouse Manager

**V. Reports to**

Clubhouse Manager