## Director of Events

Mission Hills Country Club is looking for an energetic, enthusiastic, well-organized candidate for the position of Director of Events. The ideal candidate will possess a detailed understanding of event planning and coordination, a dynamic personality, strong interpersonal skills, and the ability to offer unique visions for events of all size. The ideal candidate should be up to date on current trends within the food and beverage landscape and bring strong leadership qualities for a thriving banquet operation.

**Reports to:** Director(s) of Clubhouse Operations

**Related job titles**: Events coordinator, catering manager

**Supervises:** Club and banquet events

**Education and/or Experience**

* High School diploma or GED
* Minimum five years in event coordination
* Extensive knowledge of catering and other related food and beverage operations

**Job Knowledge**

* Promote the club’s facilities for private banquets, business and social meetings and other member-related activities.
* Knowledge of and ability to perform required role during emergency situations.

**Job Summary**

As Director of Events, the ideal candidate will take charge of the club’s event services. This candidate will be tasked coordinating, planning and executing events of all size and styles.

**Job Tasks/Duties**

* Carry a “YES” attitude at all times.
* Ability to problem solve on the fly.
* Maintain positive attitude in high stress situations.
* Proven team member
* Hiring of Assistant Events Director
* Keep up to date on current trends within the event industry.
* Promotes, advertises and markets the club’s social event facilities and capabilities to all members.
* Helps member clients arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning.
* Works with the Executive Chef to determine selling prices, menus and other details for catered events; oversees the development of contracts; assures that pre-planned banquet menu offerings are current and reflect general member interests.
* Communicates all necessary information to and coordinates event planning with production, serving and housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment and other special requests, etc.
* Inspects finished arrangements; may be present to oversee the actual greeting and serving of guests.
* Checks function sheets against actual room setup
* Responsible for hands-on service work when needed and orchestrating events when necessary.
* Maintains past and potential client files; schedules calls or visits to assess ongoing needs of prospective clients for catering services.
* Completes in-house banquet event orders (BEO’s).
* Represents members’ needs and interests on the Entertainment Committee.
* Obtains necessary permits for special events and functions.
* Critiques functions to determine future needs and to implement necessary changes for increased quality.
* Attends weekly staff and management meetings.
* Ensures the security of club’s members and guests’ valuables during catered events.
* Diagrams room layout, banquet item placement and related function details.
* Meets with other department managers to plan food and beverage aspects of special events organized by the staff members.
* Update weekly information on BEO’s for all affected staff.
* During events, serves as liaison between kitchen, service and management staff.
* Maintains club’s master calendar and function book.
* Performs special projects as assigned by the Clubhouse Directors and/or General Manager

**Physical Demands and Work Environment**

* Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
* Push, pull or lift up to 50 pounds.
* Continuous repetitive motions.
* Occasional work in outdoor and noisy environment.