

1. **Position**

Special Events Coordinator/ Events Marketing

1. **Related Titles**

Club Events Coordinator

1. **Job Summary**

Works with Club Management and Entertainment Committee in order to plan and execute all aspects of Club Special Events. Assists in developing and implementing programs, projects and activities designed to increase and retain membership in the Club. Promote the Club’s events and activities, including dining facilities for member-related activities. Coordinate and manage the Club’s presence on Social Media platforms. 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.

1. Through Club Management and the Entertainment Committee, plans Member Special Events; obtains pertinent information needed for event planning
2. Coordinates the development of social activities/calendar for the club with Club Management and appropriate committees
3. Effectively markets all Club events including weekly and monthly recurring activities as well as annual events
4. Maintains a file of Club history information on Special Events
5. Assists in coordinating all club public relations efforts, newsletter, news, website and media events with Communications Director as necessary. This may include meeting with department managers, writing articles, taking photographs, Social Media posts etc.
6. Design and implement seasonal themes for the Club’s bulletin boards, televisions and postings in the Main Clubhouse, Coach House and Tennis Pro Shop to promote upcoming events and disseminate area specific information
7. Provide timely information to the Membership and Communications Director for Club Special Events for weekly email blasts to the membership for special announcements
8. Collaborates with Executive Chef and other members of the F&B department to design and format all F&B menus for the Club.
9. Attends management and staff meetings as required
10. Effectively responds to member comments in accordance with Club standards, policies and rules; uses ideas, feedback and suggestions to continuously improve the special event services provided to members
11. 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
12. Plans and develops training in relation to Special Events and professional development opportunities for himself/herself and all other subordinates
13. Assists in promoting, advertising and marketing the Club’s social event facilities and capabilities to all members
14. Works with the appropriate committee and Executive Chef to determine menus and other details for Special Events
15. Transmits necessary information to and coordinates event planning with production, service and maintenance/housekeeping staffs; arranges for printing of menus, procuring of decorations, entertainment and other special requests, etc. as assigned
16. Inspects finished arrangements; be present to oversee or assist in overseeing the actual execution of the event
17. Checks function sheets against actual room set-up; oversees personnel scheduling for special functions and may help supervise service personnel
18. Handles member/guest feedback
19. Obtains necessary permits for special events/functions as required
20. Ensures proper member billing for individual 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 Special Events

1. Tracks new products and trends in food service and catering applicable to Club Special Events
2. Assumes responsibility of Manager on Duty, including Club closing responsibilities, when necessary
3. Coordinates with the Events Coordinator to plan and deliver private events as necessary
4. Performs special projects as assigned by the Assistant General Manager or Director of Hospitality
5. **Reports To**

Assistant General Manager, Director of Hospitality