

Events Manager



Ozaukee Country Club
10823 North River Road
Mequon, WI 53092
www.ozaukeecc.com

Overview

The Events Manager is responsible for the general operation of club functions relating to Club events and member sponsored banquets, ensuring that all services exceed members' and guests' expectations. They will develop an awareness of the club culture and be responsible for the hospitality, friendliness, and goodwill among members, guests, and staff. This position is suited for a high-energy person who is passionate about creating unique events, thinking outside the box, constantly raising the bar, and helping our members, guests and staff create lasting memories.

The Events Manager reports directly to the Food and Beverage Director and works harmoniously with the Executive Chef. While primarily an office job, this position will need to spend time on the service floor to ensure proper set up, discuss details with staff and be a point of contact for the host during events.

About Ozaukee Country Club

Ozaukee Country Club is a private club nestled in the hills of Mequon and adjacent to the Milwaukee River. The club serves a high caliber membership made up of some of the friendliest families in the Milwaukee area. We boast a beautiful 18-hole championship golf course, resort style swimming pool, a clubhouse with multiple dining venues and a spacious patio. OCC hosts a wide array of events including showers, weddings, golf tournaments, elegant wine dinners, holiday gatherings and family friendly parties. Events range in size from 2-300 people. Always looking to "out-do" ourselves, the Events Manager will have the incredibly fun job of planning, booking entertainment, decorating and delivering WOW's at an ever-changing variety of events throughout the year.

Core Duties

Including but not limited to:

- Handling all event inquiries by phone, email or in person
- Creates detailed banquet event orders (BEO) for all banquets and club events
- Generate and distribute contracts and bills to all members and guests
- Is responsible for the day-to-day execution of banquets and club events- working closely with F&B management to ensure proper staffing levels are planned, events are set up to specification, and timelines are met
- Assists in providing input and expected expenses for events for use in development of the annual budget
- Responsible for booking all entertainment related to club events and golf tournaments
- Serve as the point of contact with the event host during their event and ensure all specifications are up to standard

- Participates in weekly Management meetings, leads weekly F&B meetings, and sits in on House Committee meetings
- The Event Coordinator works closely with the General Manager, Food and Beverage Director and the Club's House Committee to coordinate and execute Club Events
- Work with the Executive Chef and management team to determine selling prices, menus, and other details for both banquets and club events
- Update weekly function information for all events and promptly communicate changes
- Create diagrams of room layout, banquet item placement, and related function details
- Conduct pre-shift meetings with employees to ensure that the service team assigned for each event understands the necessary details to execute
- Direct staff for setup, execution, and breakdown of events
- Assures the neatness, cleanliness, and safety of all banquet areas/storage areas
- Maintains inventory of all decorations/centerpieces for use during events
- Uses creativity to decorate tables, buffets, and event spaces for all events
- Responsible for ordering linens, specialty linens, as needed for each event, and establishing par levels of "house" linens for a la carte dining
- Assures proper inventory of all banquet service equipment and supplies to meet required needs
- Meets with other department managers to plan food and beverage aspects of special events, including golf tournaments
- Completes other special projects as requested by the Food and Beverage Director

Qualifications

- Exceptional interpersonal skills with track record of effectively dealing with various personality types, including members, guests, and department heads
- Positive attitude; take pride in work and ownership in job
- Customer-service orientation to create an atmosphere of genuine care for members and guests and to provide a high level of personalized service
- Strong verbal and written communication skills
- Has knowledge of wine, beer, spirits and a variety of cuisines
- Has expert understanding of various service styles and the associated steps of service
- Demonstrated ability to think and act quickly, problem solve, and perform effectively under pressure while maintaining a professional, helpful, and poised demeanor
- Solid computer skills including Microsoft Office programs. Jonas Club Management software experience preferred
- Neat, professional appearance
- This position requires the ability to perform essential job functions with physical demands, including standing, walking, reaching with hands and arms, stooping, talking, hearing, and the ability to lift 50 or more pounds

Educational Requirements

- College degree preferred
- The ideal candidate will have a minimum of two years of related hospitality industry experience
Private club experience is highly beneficial

Compensation Range

- The annual salary is commensurate with qualifications and experience
- Compensation will include a bonus, based on performance and achievement of mutually agreed upon goals

Other Benefits

- Medical and Dental Insurance, HSA
- Matching 401k
- Paid Time Off
- Employee Meals
- Golf Privileges
- Closed on Thanksgiving, Christmas Eve, Christmas Day, New Year's Day
- The Club is fully closed (other than administrative offices) from mid-February through mid-March

Interested Candidates should send their Resume and a thoughtful cover letter clearly articulating your alignment with this role and why you wish to be considered for the position.

Please send Resumes and Cover Letters to:

Will Norem
General Manager
Ozaukee Country Club
will@ozaukeecc.com