



# ASSISTANT EVENTS MANAGER

## ABOUT OFCC

Founded in 1915, Olympia Fields Country Club is steeped in tradition with a rich history of excellence and prestige. For over 100 years, OFCC has hosted such prominent events as the US Open, US Amateur Championship, the US Senior Open Championship, numerous Western Opens, the PGA Championship, the KPMG PGA Women's Championship, most recently, the BMW Championship.

As a private club, we strive to create an extraordinary, unparalleled member experience designed to meet every aspect of our member's needs. Our employees are the heart of everything we do, as well as the foundation of our success and the member experience. OFCC is a truly remarkable place, not only for our members, but also for our employees. Working at OFCC allows you to gain knowledge, develop skills, and work with an outstanding team of hospitality professionals while bringing nothing but an unrivaled experience for our members and guests. Expect a hospitality-focused, fast-paced environment that will foster growth and advancement. For more information, please visit our website at [www.ofcc.info](http://www.ofcc.info).

## SUMMARY

We are looking for a hospitality leader to join our events team! The Assistant Events Manager position will take the lead in the operations of events hosted at OFCC, working with key clients, prospects, business partners and colleagues. This role will be responsible for supporting the Events Manager in overseeing Club member and guest events from start to finish, ensuring they meet all needs and expectations. Additionally, the Events Assistant Manager will be responsible for supervising and developing the skills of the events team to meet the needs of the Club.

## RESPONSIBILITIES

- Communicates the Event (BEO) and event standard for all Club events
- Trains and develops current staff and new staff to meet the standards of the job and team expectations
- Leads Events team to successfully work together, handle situations, and execute events
- Keeps successful relationships with all managers to ensure proper planning, ordering, and scheduling
- Directs communication with Events Manager to ensure all necessary information is discussed, as well as changes to events, and team discussions.
- Coordinates timing and works with kitchen staff to keep updated delivery of event changes for service
- Assists on floor with team such as serving, food running, bartend when necessary
- Manages recruiting, hiring, and scheduling for Events team
- Assists in proper handling of billing and closing out of events
- Undertakes special projects and other responsibilities as assigned by the Events Manager.

## KNOWLEDGE, SKILLS, ABILITIES

- Strong hospitality and customer service mindset.
- Excellent interpersonal, diplomatic, and communication skills.
- Excellent problem-solving and critical thinking skills. Ability to think on your feet.
- Demonstrates a high level of professionalism and confidentiality.
- Strong organization, planning, and prioritization skills.

- Strong operational mindset with the ability to create easy-to-follow standard operating procedures to ensure operational efficiency and member satisfaction.

## **EDUCATION & EXPERIENCE**

- At least 1-year event and/or catering experience required
- BA/BS in Hospitality or related field preferred
- Experience managing a team a plus
- Great planning, organization, prioritizing and time management skills
- Proficient with MS Office programs required
- Demonstrated knowledge of best practices in event planning
- Must have great customer service skills
- Ability to work with a diverse group of people
- Experience working with POS system preferred

## **EXPECTED WORK HOURS**

- This is a full-year, full-time position.
- Required to have the ability to work a flexible schedule, including mornings, evenings, overnights, weekends, and holidays based on Club needs.

## **BENEFITS**

- Full suite of employee benefits including medical, dental, vision, 401(k), life insurance, and disability
- Paid time off
- Employee Referral Program
- Employee Meal Program

## **APPLICATION PROCESS**

To be considered for this position, please visit our website [ofcc.org/employment](http://ofcc.org/employment) to submit your application.