



Director of Events

A premier private club in Philadelphia is offering an amazing opportunity for candidates with a successful track-record of leadership and exceptional event planning and management in private clubs or other reputable establishments in the hospitality industry. The Racquet Club is a Platinum Club of America and is searching for its next Private Events Manager.

CANDIDATE QUALIFICATIONS

The successful candidate has:

- A Bachelor's degree from an accredited university.
- Three to five years of experience in the hospitality industry, with demonstrated success selling and planning private events.
- A demonstrated innovative and creative approach to developing successful events programming
- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to work well in a team and independently
- Demonstrated ability to meet tight deadlines and work under pressure
- Strong project management skills and attention to detail
- Exceptional relationship management skills
- Experience communicating with high level and varied stakeholders
- Ability to work event-based hours, including occasional nights and weekends as needed
- Experience in sourcing and managing all aspects of live, hybrid, and virtual events.
- Proven ability in communication and a collaborative work environment.
- Creative, energetic outgoing personality with organizational skills and attention to detail.
- Practical knowledge of food preparation and social customs of etiquette, especially regarding private events.
- Knowledgeable of all proper methods of food and beverage service, systems, controls, and costs.
- A team player mentality, within the kitchen, FOH team and with all team members and guests.
- Experience with technology including POS systems such as Jonas, and Microsoft Excel, Word, Outlook.

Salary & Benefits: Salary will be commensurate with qualifications and experience. The Club offers an excellent bonus and benefit package which includes professional development opportunities.

Reports to: The Food & Beverage Director/General Manager

Schedule: At least 40 hours per week. Remote/On-site hybrid option is dependent on departmental needs and event schedule, but commonly Monday – Friday schedule with some nights and weekends required.

Essential Job Functions

- Actively solicit new business and respond to inquiries in a timely manner, with the intention of confirming profitable event business to achieve sales goals. Maintain an active follow-up system on all inquiries and sales calls.
- Uncover clients' event needs through a creative approach of selling a vision and experience.

- Conduct clubhouse tours by accommodating the schedule of the clients and/or planners.
- Work directly with members and clients throughout the duration of the planning process, ensuring all details are planned to the client's specifications.
- Act as the liaison for all vendor/supplier related clients' needs, (i.e. Audio Visual, Florists, Entertainment, etc)
- Finalize the requirements of confirmed bookings while maximizing revenue potential through up-selling and effective communication, both written and in-person with all departments for the success of the event. Ensure accuracy of invoicing and provide bill review on completion of program or event.
- Supervise the setup, implementation, and successful execution of all events by working collaboratively with banquet setup personnel, front of house servers, back of house culinary staff, and temporary workers.
- Plan and attend weekly Banquet Event Order (BEO) meetings with Executive Chef, Sous Chef, Food & Beverage Director, and on occasion, the General Manager.
- Plan and attend monthly meetings with the Entertainment Committee.
- Make timely and impromptu decisions, which balance client's needs with the financial, safety and staffing goals of the Club.
- Find solutions to the inevitable challenges and glitches that arise while groups are on property.
- Collaborate with the Entertainment Chair to plan and coordinate interesting member events by in addition to the club's marquee athletic tournaments. Such events include the Jimmy Dunn Tournament, the Member-Guest Tournament, Tree Trimming Party, Pub Club Championships, Quizzo Night, wine and whiskey dinners featuring prominent local wineries and distilleries, and many more.
- Creates budgets for each member event in accordance with Finance Committee specifications.
- Manage the club's Affinity Groups through active engagement and communication with the chairs of each group (Backgammon Club, Bridge Club, Book Club, Community Service Club, etc).
- Additional duties and responsibilities assigned by the Food and Beverage Director and/or the General Manager.

Interested candidates can submit their resume and cover letter to Scott Hunter via email at

scott@rcop.com.