



15700 River Road Germantown, MD 20874

[Link to Apply](#)

Events Manager

Job Summary:

Bretton Woods Recreation Center (“BWRC”) is looking for an Events Manager to join our team of highly engaged professionals. Bretton Woods is a truly unique private club with a very high percentage of international members from all over the world. The 285-acre property includes 18 holes of golf, 14 tennis courts, 3 swimming pools, 2 soccer fields, 3 playgrounds, and a full team-building ropes course. Located on the Potomac River, the Center has numerous water activities as well.

Looking for a workplace that offers more than just a job? Bretton Woods is your perfect match—nestled just 25 miles from the heart of Washington, D.C., where world-class attractions meet endless excitement. Spend your off-hours exploring iconic landmarks like the White House, Lincoln Memorial, and Smithsonian Museums or major venues like Capital One Arena, Audi Field or Nationals Park.

But the perks don’t stop there.

We’re located right on the scenic C&O Canal, offering boating, hiking, and fishing along the stunning Potomac River—all just steps from our front door. Whether you crave outdoor adventure or urban energy, Bretton Woods offers the best of both worlds. Join us and experience why we’re known as **Maryland’s hidden gem**—a vibrant workplace in an unbeatable location!

The Events Manager is responsible for overseeing day-to-day catering services and ensuring exceptional event experiences for members and guests. The role involves promoting the club’s facilities, coordinating with members to plan events such as banquets, weddings, and meetings, and working closely with the Executive Chef and other departments to deliver high-quality food and service. The Events Manager supervises banquet staff, manages event logistics, handles client communications, and ensures smooth event operations, all while maintaining budget goals and high service standards.

Reports to: General Manager

Supervises / Coordinates with: Banquet Supervisor

Education and/or Experience

- Ability to communicate effectively with others.
- Ability to work independently or with a small team.
- Must have a minimum of 3 years of events or catering large events experience.
- Must have reliable transportation. No public transportation is available.

Essential Functions

- Promotes, advertises and markets the club’s social event facilities and capabilities to all members.
- Helps members and clients arrange banquets, luncheons, meetings, weddings, golf outings and other social events; obtains pertinent information needed for guest planning.
- Works with the Executive Chef to determine menu prices, design and other details for

all events; oversees the development of contracts; assures that pre-planned banquet menu offerings are current and reflect general member interests and current trends.

- Transmits 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.
- Maintains function sheets against actual room setup; oversees personnel scheduling for special functions and supervises service personnel.
- Responsible for overall production of banquets in coordination with banquet supervisor.
- Responsible for all banquet event orders (BEOs).
- Helps develop catering budgets; reviews financial reports and takes corrective actions as appropriate to help assure that budget goals are met.
- Promotes a people-first culture centered around employee satisfaction.
- Attends management meetings and retreats to review policies and procedures, upcoming business and explain upcoming events.
- Assumes responsibility of manager-on-duty in other departments when necessary.
- Diagrams room layout, banquet item placement and related function details.
- Meets with other department managers to plan food and beverage aspects of, golf tournaments, tennis tournaments, adventure events, etc.
- Manages banquet billing and arranges prompt payment for all events.
- Serves as liaison between kitchen, service and management staff.
- Maintains club's master calendar and function book.
- Performs other special projects as assigned by the Assistant General Manager

Licenses and Special Requirements

- Food safety certification or able to attain within 30 days of employment.
- Alcoholic beverage certification or able to attain within 30 days of employment.

Physical Demands and Work Environment

- Continuous repetitive motions.
- Bending, lifting, squatting, pulling, walking, standing for extended periods of time and pushing.
- Push, pull, or lift up to 50 pounds.
- Working indoors and occasionally outdoors in hot, humid weather.
- Must have reliable transportation as the club does not have access to public transportation.

Benefits Offered

Access to our 18-hole golf course*

Free meals during work shifts

Free and accessible parking

Health

Insurance

Generous PTO

401K after 1 year of service

*Subject to availability and management approval

Our Mission

Great people creating lasting memories in an inclusive, and family-friendly environment.

Our Vision

We aim to be the leading recreational and wellness destination for the international community in the greater Washington D.C. area.

Our Values

International & Family-Friendly

Respect, Inclusiveness, Integrity

Quality & Excellence Environmental

Responsibility Financial

Responsibility

Transparency & Open Communication