



We are looking for an experienced Catering and Event Sales Professional to join our team. The Columbia Club is located on the historic Monument Circle in Downtown Indianapolis. The Club has been a prominent pillar in the community since 1889.

Position

Director of Catering and Event Sales
Indianapolis, Indiana

Job Summary

Maintain and increase Catering and Event sales activity through sales and marketing, creates growth activity for the club. Develops, implements, and monitors projections for the club's catering and event department. Builds relationships with existing customers and seeks out new business opportunities. Assist in the preparation of the Catering and event departments marketing plan and annual budget to increase the profitability of the banquet operation. Implements on-going sales and marketing campaigns to alert prospective clients to the Club's banquet operations and capabilities. Seeks out new business opportunities, included but not limited to, corporate outings, retreats, weddings, special events and off-site catering.

Salary and compensation

We offer a competitive salary and sales commission. Excellent benefits that include health insurance, 401K, PTO, educational opportunities, career advancement and a positive work environment based on teamwork, professionalism, learning and excellence!

About the club

In 1888, a contingent of Indianapolis' most distinguished residents united their efforts to help elect Benjamin Harrison as the nation's 23rd president, the only Hoosier to occupy the White House. In 2023, the Columbia Clubs Platinum Clubs of America ranking is 32 in a list of the top 50, making it one of the top-ranked city clubs in the nation and a premier club in the Midwest. In 2023, the Club celebrated its 134th anniversary. The current clubhouse is the Club's third home, a beautiful ten-story architectural showpiece located on Monument Circle. It was dedicated in October of 1925. The property was listed on the National Register of Historic Places in January of 1983.

Members enjoy the Club's 120,000 square feet of historic space that includes a variety of meeting and event rooms, more than 60 en-suite guest rooms, two restaurants, Columbia Eats (grab and go), multiple dining rooms, seasonal outdoor patio and our roof top is in the planning stages. a recently renovated 24-hour Health & Wellness Center and an awesome employee cafeteria serving meals twice daily.

Please send a compelling cover letter and your resume to:

Columbia Club
121 Monument Circle
Indianapolis, IN 46204
Attn: Stephanie Longerich, Assistant General Manager

or slongerich@columbia-club.org