



CAROLINAS CHAPTER

CLUB MANAGEMENT
ASSOCIATION OF AMERICA

CAROLINAS CHAPTER JOB OPENING

CLUB Greenville Country Club

LOCATION Greenville, SC

POSITION FOR HIRE Private Events Manager

CLUB INFORMATION

For more than 125 years, Greenville Country Club has remained one of the South's most historic country clubs, providing a tight-knit community in the Upstate for more than a century. Founded in 1895, the club offers a variety of opportunities to its members, including two championship 18-hole golf courses—Chanticleer, designed by Robert Trent Jones, Sr., and Riverside, an original Thomas Bendelow design—as well as 17 lighted tennis courts, a wide array of dining experiences, social activities, and a family-friendly aquatic center. From our members to our professional staff, our hospitality crew and more—Greenville Country Club is a community at home.

POSITION SUMMARY & RESPONSIBILITIES

The Private Events Manager will provide event planning oversight and project management through leading, planning and execution of all private events. This individual supports the implementation of best practices and ensures high standards of excellence for all members and guests.

Essential Duties include, but are not limited to:

- Promotes, advertises, and markets the club's private event facilities and capabilities to all members.
- Helps members arrange private events such as luncheons, meetings, weddings and dances; obtains pertinent information needed for guest planning. Promptly responds to guest requests in a friendly manner. Follows up to ensure guest satisfaction.
- Works with the Executive Chef to determine selling prices, menus, and other details for catered events.
- Oversees the development of contracts; assures that pre-planned event menu offerings are current and reflect general member interests.
- Transmits necessary information to and coordinates event planning with Front of House, Culinary, Housekeeping and Facilities.
- Coordinates printing of menus, procuring of decorations, entertainment, and other special requests.
- Checks BEOs against actual room setup; assists in scheduling personnel for special events.
- Responsible for hands-on service work and orchestrating events when necessary.
- Oversees the ordering and inventory of all linen needs for private events, member events and dining outlets.

- Takes a proactive approach to operations and manages feedback, taking appropriate corrective action.
- Maintains past and potential member event files; schedules calls or visits to assess ongoing needs of prospective events for catering services.
- Oversees completion of in-house 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.
- Obtains necessary permits for special events.
- Conducts weekly BEO meeting and attends staff and management meetings, as needed.
- Assumes responsibility of manager-on-duty when necessary.
- Plans professional development and training activities for service staff.
- Creates diagrams of room layouts.
- Manages billing and arranges prompt payment for all events.
- Updates weekly event information for all affected staff.
- Works alongside Executive Assistant to maintain the club's master calendar.
- Conducts tours of the event facility and exposes members to facility and services.
- Accurately forecasts individual booking revenues and cancellations; accurately tracks consumption on all bookings.
- Performs other related duties as assigned or required.

QUALIFICATIONS & KEY CHARACTERISTICS

Education and/or Experience:

- Bachelor's degree
- 3-5 years' experience in hospitality and event related field
- Minimum of two years of supervisory experience in food and beverage services

Job Knowledge, Core Competencies and Expectations:

- Extreme attention to detail
- Superior communication skills, verbal and written
- Must be able to work independently and in a group setting
- Guest service oriented
- Excellent negotiating abilities
- Intermediate to advanced computer skills including Microsoft Office applications
- Ability to work in a fast-paced environment
- Willing and able to work as needed, including nights, weekends, and holidays

Physical Requirements:

- Must be able to remain in a stationary position for long periods of time
- Must be able to move about the dining room to service guests
- Frequent lifting and carrying of items up to 50 lbs.
- Occasional pushing and pulling of items up to 50 lbs.

COMPENSATION & BENEFITS

Salary commensurate with experience. A robust benefits package is available to eligible full-time employees inclusive of medical, dental, vision insurance. Employee Assistance Programing, short-term disability and FSA options are available. Additional benefits include employer-matched 401k, employee meals, PTO, free employee parking, employee discounts and the payment of professional dues.

CLUB WEBSITE

www.gccsc.com

HOW TO APPLY

Please email a cover letter and resume to hr@gccsc.com. Thank you!