



**Job Title:** Director of Private Events  
**Department:** Banquet  
**Areas:** Clubhouse, Wallace House, & Summerhouse  
**Reports To:** Assistant General Manager  
**Status:** Full-time Exempt  
**Pay:** \$40K-48K

Augusta Country Club is the first established golf club in Augusta which had its beginnings documentary wise in 1899. It began a few years earlier and certainly has its place among the very early golf clubs in America. This magnificent facility has gone through many recent renovations to assure that its members have one of the most beautiful places in Augusta to celebrate family and business gatherings.

### **Position Summary:**

The Director of Private Events is passionate about the vision and mission of Augusta Country Club's membership experience and combines this passion with skill to plan consistently excellent and irresistible events, provide exceptional personal communication, and offer acts of genuine care and radical hospitality for those in their scope of service- ultimately impacting the Club and the lives of our membership. This position will report to the Assistant General Manager while maintaining a close professional relationship with the General Manager.

We host a myriad of functions such as: Wedding receptions, charity events, executive business meetings, etc. Due to the nature of this position he/she will need to follow ACC standards of:

**Attention** to detail regarding all events.

**Care** expressed by listening attentively to the member guest planning event.

**Communicate** proficiently with all members/staff involved in the event.

### **General Responsibilities**

The Director of Private Events will perform a variety of duties in planning, scheduling, and communicating days/weeks/months leading up to an event. He/she will be responsible in starting and finalizing all events from communicating with all parties involved to include accounting for all revenue related to events.

### **Qualifications:**

- Enjoys working in a service atmosphere
- Ability to work nights and weekends to ensure member/guest satisfaction
- Strong organizational skills, planning, and time management
- Ability to clearly communicate with members, guests, and pertinent management
- Cost management skills
- Superior written, oral, and group presentation skills
- Creativity and knowledge in setup and layouts of all room configurations
- Development and execution of client correspondence and contracts
- Ability to fulfill deadlines regardless of circumstance
- Undergraduate Degree or working towards completion

### **Personal Traits:**

- Friendly and outgoing demeanor
- Self-Starter

- Able to work in a team/committee environment
- Proven leader
- Great communicator
- Capable of handling challenging situations and personalities

Experience:

- Sales
- Hospitality/Customer Service
- Microsoft Office

Serious inquiries and resumes:

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