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**Mountain Brook Club is currently seeking an Events Director to help promote our clubs dining and event experiences.**

**Club Information:**

One hundred and eighty rolling acres in the southern portion of Shades Valley, cupped by two ridges of Shades Mountain, watered by a winding brook, and studded with natural hazards were selected in 1929 by the organizational committee of the Mountain Brook Country Club as the setting for the club house and golf course which now constitutes the properties of the Club. The vision was for:

* A friendly club whose membership is small.
* A restful club, ensconced in a serene and peaceful setting, affording delightful privacy and welcome seclusion from the noise and dust of an industrial city.
* A cozy, homelike, comfortable club in which hospitable spirit and southern charm shall be personified in architecture and atmosphere.
* A serviceable club, which shall combine the convenience and service of an up-to-date club with the informality and charm of a country residence.
* An enjoyable club, which can afford complete facilities for healthful outdoor recreation and diversion and pleasant social contact.

The clubhouse was built and opened for its members during 1929-30.

Perhaps the most famous part of our reputation is the social activities, including excellent food and beverages for the members' enjoyment. Entertaining at the Club is a way of life for our members.

**EVENTS DIRECTOR – JOB SUMMARY**

Promotes the Club’s dining facilities for special member events, private parties, meetings and activities. Helps members plan special party functions. Develops contracts and over sees all administrative aspects of preparing and serving events. Actively develops and coordinates special member events such as dinner theatres, dances, football parties, pool parties, etc. Works in conjunction with the Clubhouse Manager, Chef and Service personnel to assure that guest’s expectations are exceeded. Works to ensure financial goals (costs and sales) are attained for each event. Personal characteristics should reflect high degree of service orientation, creativity, detailed accuracy and follow up.

### Job Task (Additional Responsibilities)

1. Promotes the Club’s social event facilities to all members.
2. Assists members to arrange banquets, luncheons, meetings, weddings, dances and other social events; obtains pertinent information needed for guest planning.
3. Ensures all relevant detailed information is gathered and decimated to appropriate parties in order to provide highest quality event implementation.
4. Provides tours and offers suggestions in efforts to sell the merits of the Club’s facilities for potential events.
5. Develops proper and attractive, tasteful presentation brochures, menus, and correspondence related to effective professional party planning.
6. Coordinates booking and usage of all non Ala Carte dining rooms and guest rooms
7. Responsible for the development of contracts outlining services and responsibilities of club and host member.
8. Plans and recommends menus to members and guests in conjunction with the Chef or other club personnel as needed.
9. Works with the Chef and FB Director to determine selling prices for catered events.
10. Determines and relates all necessary information to and assists the Clubhouse Manager in conducting weekly event planning session with production, service and housekeeping staff.
11. Inspects finished arrangements and is present for all significant events to oversee the greeting of host and guests.
12. Conducts tours of facility to identify variances from special functions sheets or standards in the area of service, food presentation and housekeeping. Consults with Service Supervisor on personnel scheduling/performance to help assure correct interpretation and implementation of club policies, procedures, and quality.
13. Maintains past and potential client files; schedules follow-up calls/visits to assess ongoing needs and level of service delivered to the membership.
14. Handles client complaints and keeps supervisor informed of potential and actual problems.
15. Prepares monthly sales projections for management planning, ordering and staffing.
16. Confirms procurement of parking valets, entertainment, decorations, audio/visual and other miscellaneous services integral to events being planned.
17. Confirms that appropriate chairs, tables, service ware are available well in advance of each event.
18. Works with House Committee and other committees as necessary in developing social calendar of events.
19. Follows policy guidelines established by the Board and General Manager regarding club usage and party approvals.
20. Takes initiative to solve problems, utilizing all available resources including club personnel, members and vendors.
21. Ensures that all required administrative work, forms, reports are completed accurately and on time.
22. Arranges for and co-ordinates printing marketing pieces for Club sponsored parties and special events as needed.

**Reports To:** General Manager

**Supervises:** Assistant Events Coordinator

Candidate qualifications

* 2-5 years or previous events management with a preference of private clubs
* Highly organized and with a strong record of record keeping
* Ability to interact and engage with the membership to ensure proper execution of members expected experience
* Proficient in Microsoft Office as well of POS (Jonas)
* Enjoys working in a fast paced environment and able solve issues quickly and correctly
* Enthusiastic and high energy
* This is a Director level postions

Compensation and Benefits

* Compensation is commensurate with experience
* Package includes participation in company 401(k), vacation, sick leave and employee meals
* Bonus potential
* Relocation assistance available for applicable candidates

The Club is currently undergoing a significant operation. While the Clubhouse is down, this position is set to start as quickly as possible and engage in the preparation for events once it is reopened in October.