

Employment Opportunity

Club: Sea Pines Country Club

Position: Director of Catering and Special Events

Facilities: Embedded deeply in the lifestyle of Hilton Head Island's most distinguished resort community, the Sea Pines Country Club epitomizes all that has made Sea Pines a name synonymous with warm hospitality, and a highly coveted islander way of life. There is no other island quite like Hilton Head and no other community quite like Sea Pines. The Club embodies both, enhancing the Lowcountry lifestyle with a superb array of amenities and personal service. This is the story of Sea Pines Country Club. Here you will find the best Sea Pines has to offer in a private setting surrounded by the unparalleled beauty of the South Carolina Low Country.

Position Description: This position is responsible for enhancing the overall member experience and ensuring member satisfaction at the Club. This is done through the facilitation and oversight of all social events at the Club and through the successful development and implementation of programs, projects and activities designed to maximize use of the Club by members and guests, and engage members in ways that create a meaningful bond to the Club.

This position acts as an important liaison between members, guests of the Club and Club staff. This liaison role promotes Club events, develops private event revenues and enhances the overall brand awareness of the Club.

- Qualifications:
- A Bachelor's degree in Hospitality or a related field.
 - Excellent communication skills: verbally, written and proficient in leveraging current communication platforms to convey a positive brand image.
 - The ability to network effectively with vendors, and related industry professionals to develop a strong referral and support base for the banquet and event business of the Club.
 - Strong organizational skills with the ability to manage multiple priorities with a high degree of effectiveness. A detailed oriented professional.
 - Experience in catering and events planning and executive large-scale events.
 - Minimum three years of related experience in a relations or communications role within a Club, hospitality, and/or service industries; or equivalent combination of education and experience.
 - Must be a creative thinker with the ability to bring new and innovative ideas to the Club.
 - Must demonstrate a proven track record increasing usage, enhancing the membership experience and generating revenue.
 - A collaborative team player.
 - High energy with a strong work ethic.
 - Must have availability to work occasional nights, weekends and holidays during events.
 - Must be computer literate (Word, Excel, Outlook, Jonas Management, etc.).

- Experience using a CRM.

Physical Requirements: This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stopping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, use of measuring devices and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a minimally noisy location (e.g., business office with computers, printers, copy and fax machines, moderate traffic).

Salary/Benefits: Commensurate with education and experience; We have a diverse workforce, friendly staff, very competitive wages, excellent health insurance benefits, vacation and a matching 401(k) plan. We offer 50 paid passes for the Cross Island Expressway toll bridge per month. EOE.

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