



# DIRECTOR OF CATERING & SPECIAL EVENTS

## ABOUT THE CLUB

Founded in 1916 the Princess Anne Country Club is one of the premier private clubs in the Commonwealth with a waiting list and multi-generational membership of nearly 1,200 that is justifiably proud of the Club's history and traditions. The Club is home to 18 holes of golf with indoor and outdoor practice and teaching facilities, 11 tennis courts, two pickleball courts, full-service fitness facility, aquatics complex, and 36,000 square foot clubhouse with multiple dining venues and event spaces. This is a unique opportunity to become part of a stable yet dynamic "Team Based Organization."

## CLUB MISSION STATEMENT

The Princess Anne Country Club is a traditional, full-service and family-oriented private club whose purpose is to offer quality social and athletic services and first-rate facilities to meet the needs of members and their families in a comfortable atmosphere and home-away-from-home environment, consistent with the long-standing values, traditions, history and unique culture of the club.

## THE POSITION

The ideal candidate will have a proven and stable career of catering and special event excellence at recognized clubs or properties, strong communication, administrative and people skills; and a creative and diverse knowledge of both intimate and large banquet planning. This responsibility requires a hands-on approach to the daily planning and implementation of the Club's banquet facilities that include a ballroom, multiple private rooms and outdoor spaces for private banquets, business, social and holiday gatherings, and other Member Club functions. The candidate will be efficient and organized; a proven team-player capable of warmly collaborating to forge strong relationships with the membership, their sponsored guests, and the entire Team.

## JOIN OUR TEAM

The Club is looking for a long-term match. The compensation package will include a base salary based on knowledge and skill-set plus a discretionary bonus incentive, Club provides medical & dental insurance benefits, 401K program, vacation and professional development allowance. Please apply and upload resume/cover letter [here](#).



## JOB REQUIREMENTS & RESPONSIBILITIES

The Director of Catering & Special Events is responsible for marketing and implementing the Club's private banquet facilities as well as a diverse range of special Member events and tournaments. The candidate will take ownership of each function, develop contracts, oversee all administrative and creative operational design; and work closely with the Food & Beverage Manager, Banquet Manager, Executive Chef and Food & Beverage Team to deliver a memorable experience that exceeds Member's expectations.

- **Meeting with Members:** Plan all aspects of the event and ensure every detail is recorded to the exact specification of the Member or sponsored guest. Develop a detailed function prospectus contract and distribute to all related Team leaders. Meticulously follow up on details and make necessary arrangements to implement the event. Ensure each function prospectus contract is signed by the host and appropriate billing and follow up thank you is executed in a timely gracious manner.
- **Maintaining the Banquet & Overall Club Calendar:** Populate and maintain all banquet and Club events in the Club's electronic "Red Book" (our CMS software is Northstar). Work closely with the Director of Marketing & Communications and all department leaders to ensure all events are creatively marketed in advance.
- **Distribution & Weekly Review of Events:** As the key communication conduit distribute function sheets and any other related information and attend weekly Team and F&B Meetings to update department leaders regarding event logistics.
- **Room Designs, Set Up, Staffing, Implementation:** Design creative/functional set up details (current software is Social Tables) and inspect all events to ensure all details and staffing levels meet Princess Anne standards. Work with the Food & Beverage Director to ensure your visibility and when not present relay all appropriate information and idiosyncrasies so that the Team motto Personal Attention Consistently Captivating can be delivered.
- **Administrative / Technology:** Proficient in the use of Microsoft Office, Outlook etc. club management software experience NorthStar and Social Tables is a plus.