

## Club/Event Manager FT

### Summary

We are a private club venue in an historical home catering events days, evenings, and weekends. We are looking for a talented and motivated Club/Event Manager who can take charge of running the Club in an efficient, fiscally responsible manner while providing the "Woman's Club Experience" to our patrons. Responsibilities include overseeing daily operations, performing general clerical tasks, scheduling and implementation of events.

### General Responsibilities:

Create a comfortable, respectful, congenial atmosphere for the members and guests.

Develop, initiate, obtain approval for, and implement marketing plans to increase Club profitability.

Perform clerical and some financial duties.

In collaboration with the Kitchen Manager, and Lead Server, develop and implement all phases of catering and dining room services to provide outstanding and memorable events.

Be familiar with all the job duties of staff and be ready to fill in if needed.

Submit a detailed written and oral report to the Board at its monthly meeting.

Oversee the cleanliness and upkeep of Clubhouse and grounds while maintaining standards of safety and orderliness.

### Qualifications and Skills

Excellent oral and written communication, attention to detail, and be able to prioritize tasks.

Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.

Service oriented style with professional presentation and problem-solving skills.

Demonstrated organizational, interpersonal, and administrative skills.

Effective in providing exceptional customer service.

### Education, Experience, and Licensing Requirements

Previous management background

Proficient in Microsoft Word, Excel, and Publisher

Valid Ohio Driver's License. Must meet the requirements of the Club's insurance provider.

Send resume to [cwclubmanager@gmail.com](mailto:cwclubmanager@gmail.com)