

The Faculty Club

Events Manager

Job Description

Title	Special Events Manager
Department(s)	Food & Beverage/Special Events
Reports to	General Manager

Job summary

Reports directly to the General Manager and is responsible for promoting, planning and implementing all weekday conferences, meetings and business events. Check event rooms to insure proper set-ups before the guests arrive. Supervise staff for set-ups and changes as necessary before the Banquet manager arrives to work. Supervise and monitor the Catering Assistant to help with events and member needs. Develop and grow the Catering sales to meet the projected revenue goals. Develop relationships with Campus departments to promote the club for events. Help in all areas of the club as business need dictates. Work closely with the Chef and the Banquet Manager to coordinate the events for a smooth execution and to achieve members and guest satisfaction on food and service standards of the Club. The Events Manager is responsible for promoting and marketing all member events.

Summary of essential job functions

Responsible for:

1. Adheres to all standard policies and procedures.

Specific Responsibilities:

A: Primary:

1. Check voicemail: 24 hour turnaround (all calls need to be returned before the end of the business day).
2. Check email with a 24 hour turnaround.
3. Book weekday meetings and events.
4. Data entry for events
5. Meet with clients to go over event details; meet with potential clients who drop in person
6. Enter and double check events for following week by Thursday of each week.
7. Update current week's events (ongoing).
8. Attend sheets meeting every Thursday at 2:00pm.
9. Attend manager's meeting every Wednesday at 2:00pm.
10. Marketing: including new website (ongoing) Facebook, Here Comes The Guide, campus events, community events and promotional publications.

B: Secondary:

1. Provide administrative support to General Manager.
2. Type early bird, bar specials, event menus and update Kerr/bar menus with Chef Carl, print and distribute when administrative assistant and/or Special Events catering Manager are absent.
3. Work with Weekend Event Manager with WTOG – taking reservations, checking in guests, helping members collect wine orders.
4. Work with Weekend Event Manager with all Member parties – taking reservations, checking in guests decorating the room.

Minimum requirements

- Two years' experience in Event Management
- College degree or combined experience
- Excellent organizational skills and planning skills.
- Salary, benefits and other compensation based on experience

Please send all resumes to Felix Solomon, General Manager, at felix@berkeleyfacultyclub.com

Note: The Club functions seven (7) days a week and twenty-four hours per day. All employees, both Management and hourly, must realize that fact and be aware that at times it may be necessary to move and employee from their accustomed shift as business demands.
