



Position Title: Events Coordinator/Manager



The Patterson Club is about EXPERIENCE because everything we do is focused on a better member, employee and community experience. Join our team in Fairfield Connecticut and become part of that experience.

The Events Coordinator/Manager will be responsible for maintaining and continually improving the Club's banquet experience through facility tours, communication, preparation, setup and training staff for varying event types. The Club has several banquet spaces that may be reserved for private events ranging from 4 people to 250+ guests.

To be successful, the best candidate must have experience in multiple areas of events and in positively leading hosts and service teams to the successful planning and execution of varying types of events. Management of the service team as well as the member and guest experience are both critical, and the right person will have great communication skills and a strong support of teamwork.



General Responsibilities:

- Deliver consistent, high-quality customer service
- Coordinate details for specialized events
- Logistical planning of events including timelines
- Work with Jonas Software to produce BEOs
- Hold weekly f&b staff meetings to communicate events
- Educate staff on food and beverage terminology
- Respond quickly and effectively to inquiries and issues
- Assign opening and closing sidework tasks
- Evaluate staff performance and provide feedback
- Anticipate future needs for equipment and supplies
- Organize and supervise setup and event shifts

Requirements for Success:

- Strong leadership and motivational skills
- Three or more years in a successful event management role
- Strong food and beverage knowledge
- Experience in private clubs is a plus
- Bachelor's degree in business or hospitality management is a plus

