



Innis Arden Golf Club

Events Coordinator

The Club

Innis Arden Golf Club, founded in 1899, is a member-owned private club nestled in Old Greenwich, CT. Innis Arden offers its membership an 18-hole golf course and seven hard-tru tennis courts, four of which are enclosed for the winter season. In 2022, the club invested in a new paddle facility with four new courts and a 60,000 sq. ft. clubhouse that opened in 2023.

The Opportunity

Innis Arden Golf Club seeks a dynamic events coordinator to lead our banquet operations for private events for members and non-members. This individual will manage vendor sourcing and member and guest inquiries, oversee various administrative tasks related to country club activities, and help plan and implement a robust social calendar. This position manages event planning from conception through execution, ensuring memorable experiences for our members and their guests.

Daily Responsibilities

- Ensure the accuracy of all function sheets, start times, pricing, and setup.
- Manage weekly food and beverage meetings to review all upcoming events
- Works closely with the Executive Chef to determine pricing, menu, and other details
- Assist in creating new and innovative club events with our management team
- Event Marketing through our social media platforms
- Ability to express and exchange ideas clearly
- Strong leadership and team motivation skills
- Ability to communicate and train effectively and lead a staff of varying skill levels and experience
- Must be able to handle multiple projects simultaneously
- Research entertainment and décor vendors to bring in as preferred vendors for private and club events

Education and Experience

- Bachelor's degree or related hospitality management degree required
- Minimum of 2-5 years in event management or Food and Beverage Management
- Has a professional demeanor and presence.
- Strong oral and written communication skills required

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, twist, or reach.
- Push, pull, or lift up to 20 pounds.
- Flexibility to work irregular hours, including nights and weekends

Compensations & Benefits

Competitive salary commensurate with experience.

Full family benefits: Health, Vision, Dental

Paid Vacation

401k after one year of employment, 4 % match

Year-end Bonus

Meals while on duty

Professional dues, educational allowance expenses

Interested candidates are encouraged to submit a compelling cover letter and resume to:

Bonnie Bocchino, CCM

General Manager

bonnie@innisardengolfclub.com