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The National Arts Club
Restaurant & Events Manager
New York City
nationalartsclub.org



The National Arts Club seeks a team-orientated leader to become the next Restaurant & Events Manager of the Club. Working with the Club's current F&B Manager, this new position will have primary responsibilities for the private events business at the Club. The Restaurant & Events Manager will provide dynamic, visible, and hands-on leadership to help guide the Club's F&B service program, with a focus on executing and elevating the private events. This is a great opportunity at an exceptional club in New York City.

The National Arts Club was founded in 1898 by author and poet Charles De Kay, the literary and art critic for The New York Times. Together with a group of artists and patrons, they conceived of a gathering place to welcome artists of all genres as well as art lovers and patrons. In 1906, the Club outgrew their first location, and the Club acquired the historic Samuel Tilden Mansion as its new home. In 1966 the New York City Landmarks Commission declared the Clubhouse a New York City Landmark. In 1976 the United States designated the building a National Historic Landmark.

A P R O F E S S I O N A L C O N S U L T A N C Y

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The Club has approximately 1950 members and counts many of New York's artistic and creative minds among its membership. Among the distinguished individuals who have been members are Presidents, Theodore Roosevelt, Woodrow Wilson, and Dwight D. Eisenhower. Notable artists include painters Robert Henri, Frederic Remington, and William Merritt Chase, sculptors Augustus Saint-Gaudens, Daniel Chester French, and Anna Hyatt Huntington, as were composer Victor Herbert, photographer Alfred Stieglitz and architect Stanford White.

The historic Clubhouse creates the quintessential New York backdrop for fine food and dining. Amenities include a beautiful oak paneled dining room and bar, art galleries, and a varied and dynamic events calendar featuring lectures, panel discussions, literary and art events, and more.

The National Arts Club, a not-for-profit 501c(3) organization, since its founding has promoted a diverse, inclusive, and progressive atmosphere and continues its tradition of inclusivity by welcoming all.

The Mission

The mission of The National Arts Club is to stimulate, foster, and promote public interest in the arts and to educate the American people in the fine arts.

AMENITIES & SERVICES

The National Arts Club hosts both members-only and public events, including exhibitions, theatrical and musical performances, lectures, and readings. Feature programs focus on all disciplines of the arts. These programs, as well as other activities, are coordinated by volunteers from the membership who serve to enrich the Club's artistic heritage.

The Club boasts a well-appointed bar where members can unwind with handcrafted cocktails or enjoy a glass of fine wine while discussing art and culture with fellow enthusiasts. The Club provides four banquet spaces ideal for hosting a variety of events, from intimate gatherings to lavish receptions. Whether celebrating an artistic milestone or hosting a private soiree, members have access to one-of-a-kind spaces tailored to their needs. The clubhouse facilities not only offer a sanctuary for artistic expression but also serve as a hub for social interaction, culinary delights, and memorable events, enriching the lives of its discerning members in the vibrant cultural landscape of New York City.

Overnight accommodation for members and guests of members are available in the Club's 11 overnight rooms. The Club owns an attached apartment building leased to members for both living and art studios. Perhaps one of the most unique benefits of membership is Member access to Gramercy Park, New York City's only private park.

COMBINED REVENUES AND STATISTICS

- Club Age 125 Years (1898)
- Total Revenue \$ 8.5M
- Total Food & Beverage Sales \$ 2.3 million
- Catering & Special Event Revenue \$ 1M
- Members 1,950
- F&B Service Staff 20

CANDIDATE RESPONSIBILITIES & QUALIFICATIONS

The NAC is seeking an energetic and personable individual with significant experience in all avenues of F&B including catering, special events, and fine dining. Experience in Club operations is a plus but not required. A gracious and professional motivator with a track record of team building combined with excellent organizational and time management skills is required. Successful candidates must have a professional, polished appearance, and strong communication skills. Must be experienced in POS systems. Together with the F&B Manager, they must have the ability to maintain staffing budgets, hire, train, and supervise team members and apply relevant marketing principles to assure the wants and needs of club members and guests are consistently exceeded. This position will work closely with the Catering & Events Sales Manager and Executive Chef to organize private event details, meet with clients for walk-throughs and hand-offs, and be the primary onsite point of contact for event clients.

Catering & Special Event Supervision

- Lead the Catering & Special Event component of the Club's F&B program.
- Co-Management of F&B training program with the Club's F&B Manager to include new hire orientation program.
- Recruit, hire and train staff to execute a flawless member experience.
- Develop a culture where positivity and respect are top priorities and staff are committed to consistently doing better every day.
- Be a visible and accessible presence for Members, Guests, and Employees
- Encourage creativity and passion.
- Participate in/lead daily, weekly, and monthly service meetings to reinforce Club standards.

While the primary responsibilities for the Restaurant & Events Manager will be Catering & Special Events, the Restaurant & Events Manager will be a partner with the Club's F&B Manager and will be expected to be a visible presence throughout the Club. This includes sharing a la Carte supervision when necessary, and working together to make decisions for the good of F&B and the Club.

This is a great opportunity for a leader with vision, fresh thinking, and the ability to produce. The new Restaurant & Events Manager must have a desire to be part of an evolving Club and be excited about taking the F&B program to the next level.

QUALITIES & BEHAVIORS

1. The Restaurant & Events Manager must manage the department with the Club's F&B Manager while working to enhance member satisfaction and the enthusiasm of each staff member. They must be a listener and a problem solver.
2. The Restaurant & Events Manager must be a strategic thinker with future-forward thinking and the ability to build consensus with their team. ensuring the restaurant and events experiences grows as the Club evolves.
3. The Restaurant & Events Manager must be a proven trainer and developer of staff. Through collaboration with the F&B Manager, they will be able to innovative training programs, staff motivation, policy development and consistent implementation of these policies, the Restaurant & Events Manager will bring member service to new heights.
4. The Restaurant & Events Manager should be a presence, maintaining standards and preventing them from slipping at any time. The Restaurant & Events Manager will be constantly seen in the front of the house, welcoming members, and guests to the Club and above all promoting the Club.

PREREQUISITES

- Education College Graduate, Hospitality Degree preferred. Must have consummate interpersonal skills.
- Experience Knowledge of the hospitality industry, generally involving a minimum of four (4) years in the industry in appropriate operations. Experience in fine dining is required. Candidates with Club experience are preferred.

COMPENSATION

The Club will offer an attractive and competitive compensation and benefits package to include:

- A base salary (\$72,000 - \$80,000)
- Eligible to participate in the Employee Holiday Fund bonus program
- Professional dues and education expenses with emphasis on continuing education.
- Full Benefits include medical, dental, vision, and 403(b) retirement.

RESUME SUBMISSION

The National Arts Club provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, and compensation.

Research shows women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize it is highly unlikely someone meets 100% of the qualifications for a role. If much of this job description describes you, then please apply for this role.

The National Arts Club is committed to the full inclusion of all qualified individuals.

Please submit resumes and a **strong cover letter** to:

Charles D. Dorn, CCM
Managing Director
The Dorn Group, Ltd.
472 Grace Church Street
Rye, NY 10580
Charles@thedorngroup.com

**All resumes should be submitted in WORD format. Please indicate
“NAC – Restaurant Manager” in the subject.**

NO PHONE CALLS PLEASE