



Are you a seasoned Events Manager with a passion for creating unforgettable experiences? We are looking for a talented team player to join our team and lead the charge in orchestrating exceptional events. If you thrive in a fast-paced environment, love bringing creative visions to life let's talk.

Wyndemere Country Club is a leading private 27-hole golf country club dedicated to delivering memorable member experiences. Our events create lasting impressions and foster meaningful connections. The Events Manager will work with the food & beverage team in curating and executing events filled with excitement and align with our brand and values.

Position highlights!

- Plan, coordinate, and execute a variety of events
- Collaborate with internal teams, and vendors to ensure seamless event logistics.
- Manage event budgets, negotiate contracts, and optimize resource allocation for cost-effectiveness.
- Oversee event promotion and marketing strategies to maximize attendance and engagement.
- Monitor attendance, develop P&L's for each event, maintain calendar for efficient planning, tracking, and reporting.
- Provide on-site support during events to ensure smooth execution and member satisfaction.
- Developing event concepts, themes with Food and Beverage team
- Create marketing strategies in collaboration with the Communications Manager
- Maintaining a calendar of events and ensuring it is updated and accurate.
- Communicating weekly events to the appropriate team members involved, including staff, management, and relevant departments.
- Pre-event planning activities include finalization of event details with the member or sponsored individual including creating floor plans, event space walk through, billing & account maintenance.
- Day of event management and execution. Supervises the setup arrangements, breakdowns, staffing levels and quality of service.
- Demonstrating clear and open communication with staff at events and addressing any issues or concerns that may arise.
- Ensuring the event is set-up and service is conducted according to the member's expectations.
- Monitoring event attendance and gathering feedback from attendees for future improvements.
- Conducting post-event evaluations to assess the success of events and identifying areas for improvement.
- Create Banquet Event Orders (BEO) for all events

Knowledge and skills:

- Proven experience as an Events Manager or in a similar role.
- Strong organizational and multitasking skills with exceptional attention to detail.
- Excellent communication and interpersonal abilities.
- Proficient in event management.

- Creative mindset with the ability to problem-solve on the fly.
- Bachelor's degree in resort hospitality or equivalent experience.

We offer a competitive salary and performance-based bonus plan, great health benefits and above all an exciting company culture. Join us on this exciting journey of event excellence! Wyndemere Country is a DFWPEOE. Email your cover letter and resume to levans@wyndemere.com