



Carmel Country Club has an amazing opportunity as The Director of Catering and Events. In this role, you will be responsible for the strategic direction, operational success, and profitability of the club's banquet and event services. This position oversees the entire event life cycle, from marketing and promotion to execution, while ensuring a high standard of service and client satisfaction. A key aspect of the role involves collaborating with other departments, as well as leading and managing a team of event professionals to ensure seamless execution of all member-related and private events. The Director is accountable for driving event revenue, managing expenses, and overseeing the recruitment and development of team within the department.

Job Knowledge, Core Competencies, and Expectations:

- Accountable for overall banquet and event operations, including revenue generation, expense management, payroll, marketing, hiring, and retention of team.
- Proven track record in sales, with excellent communication and interpersonal skills.
- Highly detail-oriented with the ability to lead, delegate, and ensure all banquet events are successful.
- Strong ability to provide clear direction, motivate, and inspire team members.
- Proficient in event management software, including **Jonas Encore** and **Social Table** (preferred), along with other digital tools like CRM platforms and social media marketing.
- Working knowledge of food and beverage operations, including menu development, wine pairings, and event-based culinary trends.
- Strong problem-solving and decision-making abilities, especially under pressure during events.
- Financial acumen in managing event budgets and financial reporting.

Required Qualifications:

- Bachelor's degree in Hospitality Management, Marketing, Business, or a related field.
- At least 5 years of experience in the hospitality industry, preferably within a private club or high-end venue.
- A minimum of 5 years of experience in wedding and private event planning.
- Strong knowledge of event marketing, client relations, and venue management.

Preferred Qualifications:

- Experience in a private club setting is strongly preferred.
- Certification in Event Planning (CMP or CSEP) or similar professional credentials.
- Advanced proficiency in event management tools and marketing platforms.



Job Tasks/Duties:

- Plans, promotes, and generates enthusiasm for the Club's diverse social programs, including member-related events and private functions.
- Develops and implements marketing strategies to promote the Club's event facilities, utilizing both digital and traditional marketing channels to drive bookings and member engagement.
- Works closely with the banquet operational team to ensure member and guest satisfaction with all events.
- Completes weekly schedules and labor forecasts, ensuring optimal staffing for event operations.
- Oversees staff recruitment, training, and ongoing development to ensure high performance and member satisfaction.
- Collaborates with the Banquet Chef to develop creative, high-quality menus for all events, ensuring alignment with current trends, member preferences, and the Club's brand standards.
- Supervises room set-up and ensures that all logistical details are in place prior to the start of each event.
- Conducts post-event debriefs and provides feedback for continuous improvement of event services.
- Works closely with other Club departments to ensure the accurate and timely distribution of event-related information to both club members and staff.
- Attends staff, management, and House committee meetings, providing reports as needed.
- Completes other assignments as directed by the Assistant General Manager.

Benefits:

- Competitive salary with performance-based bonuses
- Health, dental, and vision insurance
- 401(k)
- Access to Club amenities
- Opportunities for professional development and career advancement



About Us

Carmel has earned recognition as a Platinum Club of America, a Five Star Private Club and Distinguished Clubs Elite Status. The Charlotte Observer also designated Carmel as one of its “Top Places to Work in 2024.” We appreciate all these fine recognitions, but we take our greatest pride in our family atmosphere and all the wonderful moments members have experienced and shared over the years, and the teamwork shared by our team members. Carmel is a symbol of tradition in Charlotte, a place where the whole family loves to be and everyone feels more at home.

We exceed expectations by following the C.A.R.M.E.L. Way

Courtesy

Awareness

Relationship building

Making it special

Enthusiasm

Latitude

Our Chief Priorities

*Be the Premier Family Club in the Southeast

*Be an Employer of Choice in Charlotte

*Maintain Facility Excellence

*Provide a Safe & Secure Environment

*Deliver an Excellent Member Experience

If Carmel sounds like the place for you, we invite you to learn more about us and apply [here](#).