



Exclusive Private Club New York Metro Area

Private Events Director

A highly-regarded, private club in the New York metro area is seeking a Private Events Director to be responsible for all administrative and operational aspects of the Club's private events. The Private Events Director will oversee the entire event booking process from the initial inquiry and property tour, through to execution, event billing and post-event follow up. This position will be expected to be on site for events and work with all department heads to ensure event information is disseminated effectively to all involved staff members. Event planning for member sponsored events as well as club sponsored events will be the responsibility of the Private Events Director. This position reports to the General Manager.

The Club has a membership of over 1,000. Food and beverage revenues are approximately \$2.2 million, with 50% generated from private events sales. The Club is open year-round to its members and their guests.

Successful candidates will have 5 – 10 year's experience in a high-end, high-volume New York City area private club or boutique hotel environment in an event sales and management role. A proven record of sales is highly desired. Critical to this role are excellent communication skills, both written and verbally, a personable and polished demeanor, excellent customer service skills and the ability to converse and work with a sophisticated clientele. Also beneficial are having relationships and contacts in New York City within the luxury hotel and club network as well as community social circles to stimulate private event business at the Club. An impeccable eye for detail and strong organizational skills are also vital characteristics of the successful candidate. A commitment to professionalism both in how this role integrates with the management team and how the Special Events Director presents him/herself to the membership is extremely important. The Private Events Director will look forward to working with the General Manager and management team on coordinating marketing efforts to promote the Club and its facilities.

Compensation: The Club will offer a competitive compensation plan, along with standard benefits and perks.

Interested and qualified candidates should complete the online candidate profile form and submit a compelling cover letter, a confidential list of references and resume for consideration at <http://denehyctp.com/submissions/>. If you have any questions or need further assistance, please email Alison Savona at alison@denehyctp.com.

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