



Colony Club – New York, New York

Special Events Director

The Colony Club is a private club for women located on the Upper East Side of New York City. The Club was founded in 1903 as the first social club established by and for women. Steeped in history, elegance and New York City culture, the club promotes friendship and provides opportunities for shared social, intellectual and cultural pursuits in an environment that is welcoming and committed to high standards.

The Club currently has 2,500 members. Members enjoy an active social calendar and events that offer lectures and discussions, concerts, and wellness and athletic programs. The 80,000 square foot clubhouse has seven stories and includes 25 guest bedrooms, three dining rooms, two ballrooms, a lounge, a squash court, an indoor pool, a fitness facility and three personal spa service rooms. Annual gross revenues are over \$10 million. Food and beverage sales are approximately \$3 million with 40% originating from private event sales. There are currently 105 full-time employees. The Club is open year-round for its members and their guests.

The Special Events Director reports to the General Manager and is responsible for all private event sales as well as all administrative and operational aspects of the events. This position oversees the entire event booking process from the initial inquiry and property tour, through to the booking, execution, event billing and post-event follow up. The Special Events Director is expected to be on site for most events and work with all department heads to ensure event information is disseminated effectively to all involved staff members; he/she is also responsible for member and club sponsored events. The Special 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 and will actively drive the Club's event sales.

Successful candidates will have 5 – 10 years of 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 verbal, a personable and polished demeanor, excellent customer service skills and the ability to converse and interact with a sophisticated and discerning clientele. Also highly 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.

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 and resume for consideration at <http://denehyctp.com/submissions/>. If you have any questions or need further assistance, please contact Alison Savona at 203.319.8228 or by email at alison@denehyctp.com.

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