

Seattle Yacht Club

Special Events Director

Job description

Founded in 1892, SYC is one of the country's most active and long-established yacht clubs. SYC is home to nearly 5,000 members. The Club offers an outstanding group of properties for use by members, ranging from the historic Mainstation on Portage Bay to ten Outstations located along the shores of Washington and British Columbia.

We are searching for an experienced events and catering professional to join our highly skilled management team.

Position Summary

- Actively promote the club's dining facilities for private events, business and social meetings and other member-related activities using SYC communications resources.
- Develop contracts for and oversee all administrative and operational aspects of preparing and serving events.
- Work with banquet and other departments to assure all events are executed in a manner that exceeds member and guest expectations.
- Firmly & fairly lead a team of captains, servers, bartenders in delivering service excellence.

Essential Professional Functions in brief, but not limited to:

- Primary point of contact for all private member and club sponsored events in all stages of planning.
- Proactively reaches out to members to ensure SYC is their primary choice for private events.
- Maintains visibility in the community with retailers, entertainers, etc., and uses these resources for the benefit of the club's membership.
- Maintains room reservations for private and club activities. Ensures areas are properly booked, allowing adequate turn-around time.
- Arranges entertainment, rental equipment, and other services for club functions and assists members with their individual requests.
- Consistently demonstrates strong attention to detail.
- Compiles and distributes all private function prospectuses and the monthly event calendar.
- Functions as the liaison between event hosts and department managers involved in coordinating and executing the activity.
- Works with executive chef to determine prices and menus for banquets.
- Ensures that all appropriate charges are billed correctly, sends out invoices and thank you notes.
- Manage all staffing for Special Events department from recruiting, to scheduling.
- Hours of work may include evenings, weekends or an occasional holiday, dependent on event.

Qualification Standards

- Minimum of five years experience in the hospitality industry; three years in event management
- Minimum of two years in a supervisory role.
- Strong organizational and communication skills; both written and verbal
- Diverse food, beverage, and wine knowledge.
- Marketing competencies.
- Excellent time management skills.
- Computer skills to include catering software, POS software, and Microsoft Word.
- Pleasant, outgoing, and helpful personality.
- Professionally groomed and attired.
- Creative.
- Alcohol certification card and food handling permit.
- Must be able to pass criminal and background checks.

Please feel free to send a resume or contact

Todd Ormsby
General Manager
toddo@seattleyachtclub.org
206-926-1010