

## **Event Manager**

### **About the Role**

Event Manager (EM) is a position with a wide range of responsibilities and will work closely with the General Manager to create, lead and oversee all aspects of programming at The House at 1229. This position will support the coordination and execution of membership programming and private events, working closely with the team to achieve the collaborative vision and expected outcome. The top candidate will have strong interpersonal skills, be highly organized, resourceful and creative. We are seeking someone with proven experience in creating and organizing events at a level commiserate with 1229's elevated reputation for thoughtful and interesting programs. The EM will work with our membership community on private events, facilitating them with a smooth and organized style. The role also includes helping to create 1229 private events. In this capacity, the EM will establish strong relationships with vendors, F&B providers and service staff. The mission of this role is to establish meaningful contact with members to deliver an exceptional experience and drive membership engagement. The Event Manager is a full-time exempt position, and reports to the General Manager.

### **Responsibilities**

- With the GM, create engaging programs for members.
- Act as POC for programs (speakers, authors, entertainers, etc.).
- Provide professional, personalized, and upscale customer service interaction with members.
- Respond to member requests and queries in a timely manner.
- Generate, edit, and publish marketing materials to promote programs and services.
- Analyze member feedback to continuously improve membership engagement and satisfaction.
- Oversee outside vendors used for programming.
- Serve as primary contact with vendors in all F&B (caterers, chefs, staffing, club snacks, additional purchases as needed for events).
- Submit and track invoices related to private events and 1229 hosted programming.
- Welcome visiting members at the front desk, offer and prepare refreshments as needed.
- Staff events, including scheduled evenings and weekends.
- Ensure ongoing tidiness and organization throughout the property during work hours, including light housekeeping duties and restocking of inventory.
- Other activities as assigned/necessary.

### **Qualifications**

- Exceptional people skills and a passion for creating relationships.
- Comfortable and professional interacting and building relationships with members. This position will serve as the face of the Club when it comes to all the programming and members' experience.
- Capability to identify needs and desires of new and potential members and match those needs with club offerings.
- Ability to develop and improve programming to constantly engage and delight membership.
- Highly responsible and reliable with a professional presentation.
- Impeccable organizational skills with a high degree of accuracy and attention to detail.
- Ability to work collaboratively and constructively with a variety of audiences.
- Excellent written and verbal communication skills.
- Strong copywriting abilities and hands-on experience in content management.
- Demonstrated ability to problem solve and react productively to new situations.
- Proficiency in English, multilingualism will be considered an asset.
- Hands-on experience with Outlook, Excel, and Microsoft Word.
- Must be able to work a flexible schedule.
- Attendance is required at all membership events, staff meetings, and club training sessions.

### **Educational and Certification Qualification**

- A bachelor's degree is preferred with a focus on Hospitality Management.
- In lieu of the degree, substantial private club or hospitality experience will be considered.
- Industry certifications are encouraged but not required.

### **Employment Eligibility Verification**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

This is an equal employment opportunity, and all applicants for this position will be considered for employment without regard to race, gender, religion, national origin, disability status, or any other personal characteristic or identity protected by local, state, or federal law.

Please send a cover letter and resume to Beata Nemcokova at [bnemcokova@house1229.com](mailto:bnemcokova@house1229.com). Applications will be reviewed on a rolling basis.

Job Type: Full-time

Salary: \$75,000