

Private Events Manager Job Description

Private Events manager is responsible for overseeing and meetings, celebrations, Club Activities, hosting galas, weddings, and other events to provide customers with an experience they won't forget. The job duties include communicating with the members for a seamless truncation plus communicating , staffing and coordinating the operational needs to the team leaders appropriately while be financially responsible.

Private Event Manager Job Description :

To be successful as a manager, the perfect candidate must have experience in managing dining events, delivering services that meet a customer's budget, and provide excellent customer service that exceeds expectations.

Banquet Manager Responsibilities Include:

- Coordinate details of a contract with the operational and the head chef
- Plan the venue layout according to the number of guests and type of event
- Determine the number of servers required for an event
- Supervise the placement of tables, chairs, table settings, and serving stations to make sure they are placed properly
- Consult with the head chef to discuss the timing of the meal courses being served
- Oversee the seating of guests, serving of meals and beverages, and the quick clearing of tables
- Manage the availability of all beverage
- Prepare work schedules and complete documentation on time
- Answer customer questions and accommodate special requests when necessary
- Keep North Star systems current and effective.
- Secure UBI Forms for each event over 12 people
- Meet and greet clients, conduct property tours, timely response to client inquiries, questions and promote facilities and services when needed
- While partnering with the F&B appropriate leader, develop client menus, write contracts and letters, as well as organize all other arrangements as they relate to accountability.
- Provide Financial analysis as needed through North Start Reporting
- Provide P&L worksheet for events

Banquet Manager Job Requirements:

- Accredited certificate or diploma in Catering, Culinary Arts, Hospitality, or a similar field
- Bachelor's degree in Hospitality and Culinary Arts is preferred
- 3-5 years of experience in Food & Beverage management or a similar field
- Knowledge of catering management software and Canva

- Ability to plan banquets, manage budgets and meet deadlines
- Collaboration with the team for smooth and successful events
- Supervise banquet venue staff
- Knowledge and experience with catering equipment and venue requirements
- In-depth knowledge of best practices in the hospitality industry
- Interpersonal and communication skills
- Can lift, Pull or push 40 pounds

COMPENSATION PACKAGE

- A base salary of \$65,000 per year, less all applicable deductions required by law. Performance review held on annual basis and eligible for at least 3% salary increase starting 2026.
- Benefit (to include vacation, personal, and sick time) for first year give 2 weeks' vacation and sick day. Then follows handbook guidelines.
- Eligible for annual Holiday Bonus paid out at full eligible amount 2025.
- Yearly bonus up to 5% of annual salary based on KPIs on Year End Actual to Budget o be paid out by February the following year:
 - 3% net income of Private events : Strategic communications to solicit business Plan Developed
 - 1% competitive analysis of Set yearly, Development of Non-Member Pricing, Dinner Buffet, Bridal, Memorial and All day Meeting Package
 - 1% beverage cost
- Health Care Insurance coverage, which includes medical and dental per handbook.
- Life Insurance per the handbook

Send all inquiries to anthony@Nassauclub.org or 347-680-5243

Anthony Arbeeny

General Manager

The Nassau Club of Princeton