# KANEFF GOLF

## Schedule "A" Job Description Banquet Captain/Supervisor

The Event Coordinator will execute and manage all event (Weddings, Social, Meetings, Tournaments) operations including; scheduled site inspections, marketing and internal communications, event set-up, detailing all aspects of event, committee/convenor liaison, and reporting summary event wrap up to leadership. Reports directly to Food and Beverage Manager and works with all departments to execute all member, corporate, charity and public events.

**Responsibilities:**

- Develop annual event schedule and help input all details into Event software (Salesforce and Lightspeed). Maintain as needed.

- Develop and maintain database of event coordinators, execute event payment and billing through Lightspeed accounts

- Create and implement marketing and promotional strategies when needed

- Compile reports, budgets, projections and revise procedures as needed

- Develop a list of required resources including personnel, supplies, signage, rental equipment, menus etc.

- Monitor revenue and expenses to ensure budget goals are met for all events

- Develop, update and maintain "Salesforce" detailing, tasks, time lines, responsibilities, contacts
and historical records for all events when booked at the golf course

- Act as point person on all evemt related issues including; marketing, contracts,
event administration, resource management, and daily operational logistics

- Attend weekly splits meetings, client site inspection or planning meetings

- Develop, train and support operational team members in event logistics and execution

- Coordinate personnel, employees, volunteers to help support and work events

- Help supervises day-to-day operations of events and provide feedback to Department Managers and Directors of KaneffGolf

- Responsible for coordinating "team" meetings to prepare for events and activities related to each event

- Coordinate clubhouse set up with Food and Beverage Manager and chef including all front house and back house operations

- Other duties as assigned

Requirements – valid smart serve certification