



## **Events Manager**

The Edmonton Country Club | Edmonton, AB

### **About Us & Position Summary**

The Edmonton Country Club, Alberta's first private golf club (est. 1896), is one of the city's most sought-after event destinations. With a banquet space for up to 150 guests and an intimate dining room for up to 50, we host weddings, corporate functions, Christmas parties, member events, and private celebrations—all in a breathtaking setting overlooking the river valley and downtown skyline.

Reporting to the Food & Beverage Manager and working closely with the Executive Chef, the Events Manager is responsible for coordinating and delivering the Food & Beverage aspects of events from initial inquiry through execution and follow-up.

This is a hands-on role that requires you to be present and active during setup, service, and event flow, providing strong leadership for the banquet service team. You will communicate effectively with clients and vendors, ensure seamless room setup and closing duties, and delegate responsibilities as needed. Energetic, creative, and solutions-oriented, you will bring warmth and professionalism that help define the Edmonton Country Club's reputation for exceptional hospitality.

### **Key Responsibilities**

#### **Event Coordination & Operational Excellence**

- Plan, coordinate, and oversee Food & Beverage aspects of weddings, corporate functions, Christmas parties, and private events from inquiry through post-event follow-up
- Act as the primary point of contact for organizers, ensuring prompt, professional communication and smooth execution
- Ensure event contracts and billing are accurate and complete with all necessary details
- Oversee banquet service, room setup, décor, AV, and vendor coordination with precision and attention to detail
- Provide hands-on support as needed, while delegating effectively to ensure rooms are properly set and closing duties are executed when not present
- Uphold the Edmonton Country Club's reputation for warm, welcoming service and exceptional event experiences

#### **Leadership & Team Development**

- Manage, schedule, and support a banquet service team of 10-15 staff to deliver consistent, high-quality service
- Conduct pre-shift meetings and provide clear direction for each event
- Foster a positive, respectful, and professional workplace culture

- Encourage teamwork and accountability while recognizing and celebrating staff contributions

### **Communication & Administration**

- Provide prompt, professional responses to emails and event inquiries
- Demonstrate strong oral communication skills in meetings and with clients and vendors
- Use event management software (*EventPro* or similar) to organize and track bookings; strong computer skills required
- Support event marketing and communication through creation of simple posters, signage, and menus (Canva or similar tools)
- Maintain accurate records, documentation, and follow-up for each event

### **Creativity & Innovation**

- Collaborate with the Food & Beverage Manager and Executive Chef on menus, themes, and presentation
- Develop engaging event concepts and personalized touches to enhance the guest experience
- Bring energy, creativity, and problem-solving skills to deliver memorable and unique occasions
- Identify opportunities to improve event services, systems, and efficiency

### **Desired Qualifications**

- Minimum two (2) years of progressive experience in event planning, catering, or Food & Beverage management
- Experience in a private club, hotel, resort, or upscale banquet/event venue is an asset
- Strong written and oral communication skills, with the ability to respond promptly and professionally to inquiries
- Proficiency with event management software (*EventPro* or similar) and confidence working with computer systems
- *Canva* or similar design skills considered an asset
- Warm, energetic, and guest-focused, with a passion for creating memorable experiences
- Strong leadership skills and a hands-on approach to managing service teams
- Diploma or degree in Hospitality, Event Management, or related field preferred
- Pro Serve certification required

### **Additional Requirements**

- Must be legally eligible to work in Canada. The Edmonton Country Club cannot assist with work authorization
- Must successfully pass a criminal background check
- Must be able to assist with some physical tasks as required (e.g., moving tables or event equipment)

- Evening and weekend availability is required
- Flexibility to manage heavier workloads during core event months and lighter scheduling during quieter periods

### **Compensation & Benefits**

- Salary range: \$55,000 - \$68,000/year commensurate with qualifications and experience.
- Comprehensive benefits package after probationary period
- Complimentary meal while on shift
- Preferred start date: October 15 – 20, 2025
- Club closed over the Christmas holidays

### **How to Apply**

Please submit your resume and cover letter in PDF format to **Colton Eastcott**, Food & Beverage Manager, via email ([colton.eastcott@edmontoncountryclub.com](mailto:colton.eastcott@edmontoncountryclub.com)). PDF file should be saved as “Last Name, First Name, Edmonton Country Club”. Email subject line: “Events Manager Application”

The deadline to apply is **September 18, 2025**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.