



## **HOSPITALITY & PROMOTIONS MANAGER**

**GOLFUTURE YYC**  
7100-15 Street SE  
Calgary, AB  
T2H 2Z8  
[GolfutureYYC.com](http://GolfutureYYC.com)  
@GolfutureYYC

### **POSITION OVERVIEW:**

The Hospitality and Promotions Manager is responsible for management of all group and corporate bookings, marketing and communications, as well as leading the Golfuture YYC team to deliver an outstanding customer experience.

### **HOURS OF WORK:**

This full time, 12-month position will require approximately 40 hours of work per week, 8 hours a day and 5 days a week. The demands of this position will require evening and weekend hours to meet the objectives of your employment. Hours and days of the week may vary based on the needs of the facility.

### **PRIMARY DUTIES:**

- Provide leadership and training for staff to deliver exceptional customer experiences
- Manage Social Media Accounts (Facebook, Twitter, Instagram etc.)
- Manage marketing and promotional aspects of Golfuture (radio advertisements, brochures etc)
- Book, plan and carry out all birthday parties, group/corporate and charity events for the facility
- Plan, organize and promote all Golfuture Events (Flight Club, Putting Parties)
- Assist in managing food & beverage department, including creating weekly/monthly specials
- Manage relationships with local breweries and partners
- Develop and implement a customer loyalty program

### **OTHER DUTIES:**

- Gather content and create/send out Golfuture YYC e-blasts and newsletters
- Create all onsite signage and promotional materials
- Assist General Manager with Human Resources and staff management
- Assist General Manager with website maintenance and online store
- Assist the ProShop Supervisor with donation requests and organizing/promoting leagues
- Assist the ProShop Supervisory with hiring Proshop staff and supervisors

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**REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:**

- Significant experience in staff management and leadership role
- Experience in hospitality/event management/administrative position
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Experience in managing corporate business social media accounts
- Experience in corporate marketing
- Golf course knowledge and experience is considered an asset
- Experience in a restaurant/food & beverage department is considered an asset
- Organized team player that takes initiative

One (1) position available. Golfuture YYC will interview up to five (5) candidates. Forward cover letter and resume, by e-mail to the above contact by **Sunday, January 30, 2022**. Golfuture YYC thanks all applicants but will contact only those who will be invited for an interview. No phone calls please.

Golfuture YYC is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

**COMPENSATION**

\$23.00-\$25.00/hr (approximately \$47,840 - \$52,000/year) based on experience.  
Included in staff gratuity program.  
Monthly cell phone allowance.

**START DATE**

Monday, February 21, 2022

**APPLICATIONS:**

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