



### **Club Description**

Founded in 1904, the mission of the Tampa Yacht & Country Club is to further the tradition of providing exceptional boating, recreational, dining, and social experiences befitting our members and their families. The Club has 1,460 members and is very family oriented. As a founding member of the Florida Council of Yacht Clubs, the Club is recognized as one of the nation's premier yacht clubs and has enjoyed the prestigious "Platinum Clubs of America" status since 2003 and "Platinum Clubs of the World" since 2020. The Club's membership is comprised of Tampa's social and business leaders. Club facilities include a 24,000-square-foot Clubhouse with formal and informal dining rooms, a member lounge, an elegant ballroom, and three private party rooms. Adjacent to the Clubhouse is a poolside Pavilion and outdoor bar, an Olympic Swimming Pool, Tennis Courts, a Pro Shop, Fitness/Aerobics Center, and Locker Rooms. In addition to the Clubhouse, there is also an Equestrian Center and a 90 slip Marina. The club sits on Hillsborough Bay, offering exceptional views. Historically, the Club is known among the area's clubs, high-end restaurants and resorts for its exceptional food and service. Annual food and beverage revenues are \$5.2 million, with \$1.8 million in Private Events.

### **Position Summary**

Tampa Yacht & Country Club in Tampa, Florida, is seeking a **Wedding and Special Events Coordinator** who will manage aspects of catering and special events, including sales, planning, and execution of member and non-member events. This position works in conjunction with the Banquet Manager, Beverage Manager and Executive Chef and reports to the Director of Catering & Events.

### **Essential Duties and Responsibilities**

- Meets and plans future catering events with members and guests, including wedding and social events, while effectively communicating all information to operational staff for proficient execution of each event. All events should be planned from start to finish in a uniform manner.
- Provides tours of the facilities and discuss booking logistics, room options, and menus with members and potential guests.
- Meets weekly with the Food and Beverage department to review upcoming events and parties (BEO-Banquet Event orders) meetings; informs all necessary departments of any updates or changes.
- Prepares in advance and distributes all banquet event order specifications and validates that all contractual obligations are being fulfilled before the event.
- Communicates any cancellations of events, new events, and last-minute changes to events with the food and beverage team.
- Maintains an accurate filing system for all future and past catering accounts.
- Preserves and blocks requested catering space in the master calendar and the catering system while following proper and accurate booking procedures.
- Operates within all guidelines, policies, standards, and constraints as established by the company.

### **Other Functions**

- Shows presence for catering events to ensure that the service staff provides immediate and proper attention to the demands of each catering contract and member request.
- Attends the weekly Food & Beverage Staff Meetings and effectively communicates upcoming catering activity while contributing suggestions and concerns that influence the club as a whole.
- Ensures management awareness of all guest related problems.
- Creates and maintains a good relationship with all staff members and managers by creating an atmosphere of friendly cooperation.
- Provides outstanding service to our members and their guests in a professional and courteous manner.
- Promotes the club to the membership for catering events.
- Completes the necessary floorplans, seating assignments, and timelines needed.
- Completes and mails, emails, or faxes all contracts and requested information to prospective clients in a timely manner.
- Orders items or services requested by the event, such as entertainment, linens, security, etc.
- Associates holding this position will be required to perform other job-related duties as requested.
- Meets with vendors and negotiates pricing to adhere to the budget
- This position guide does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees in this position will be required to perform other job-related duties as requested.

The successful candidate will possess sound organizational and verbal skills in addition to being proficient in interpersonal relations and skillful listening techniques that will aid in interpreting the member's wants and needs. Proficiency in the *Social Tables* and *Clubessential Powered by Reserve Interactive* software is a plus. Impeccable and verifiable references are required. All candidates will be subject to a comprehensive background review. Tampa Yacht & Country Club is a "drug-free" workplace.

Tampa Yacht & Country Club offers an attractive and competitive compensation and benefits package. Standard club executive benefits include health and dental insurance, vacation, and a 401(k) Plan. Interested professionals who meet or exceed the established criteria are encouraged to submit a cover letter and resume to the attention of Katherine Blincoe, Director of Catering & Events, 5320 Interbay Blvd., Tampa, FL 33611, [cateringdirector@tampayacht.com](mailto:cateringdirector@tampayacht.com)