



# Venice Yacht Club

## Events Coordinator

About the Club: Venice Yacht Club was founded in 1951 and is located on the island of Venice, Florida and is a member owned private Club. At the Venice Yacht Club, we embrace family, friendship, and community. The club has long been recognized as a traditional Yacht Club whose member privileges include boating, social activities and events, waterfront dining and holiday celebrations for all ages. The club is operational year-round with dining services 6 days a week. There is one main kitchen to serve the different dining experiences which include the following: Bayside Dining Room, Pearson's Cove, Tiki Bar, Sunset Room, Sunset Room Deck (in the planning stage) and banquets. Venice Yacht Club has 780 memberships with a total of \$2 million in food and beverage revenue. Approximately 15% of those sales are from outside income and private event business.

About the Position: Promote the club's dining facilities for private events, business meetings, social gatherings, and other member-related activities. Develop sales plans, contracts, and oversees all administrative and operational aspects of preparing and serving events. Reports directly to the General Manager but works closely with the Clubhouse Manager, Executive Chef and Facilities Manager to assure that the members and guest experience are exceeded. This is a full-time year-round position.

About the Ideal Candidate: The ideal candidate will be a dynamic firsthand well-organized person with exceptional attention to detail skills. Must be able to think fast on your feet and stay ahead of all events planned. Private Club experience is preferred, but not mandatory. Candidates will be enthusiastic about delivering superior member experience and are expected to be engaging with the members. Maintaining a highly communicative relationship with both the front and back of the house is crucial for the success of the department. The Events Coordinator will be a visible and approachable Manager to the membership, Board of Directors, Committees, and team.

Applying for the Position: Interested candidates should submit a compelling cover letter and resume for consideration to Bruce Furman, CCM at [gm@veniceyachtclub.com](mailto:gm@veniceyachtclub.com).

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