



EVENT MANAGER



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STRATEGIC CLUB SOLUTIONS

BARTON HILLS COUNTRY CLUB

Barton Hills Country Club, established in 1919, is Ann Arbor's only Distinguished Club of America and home to a Donald Ross-designed 18-hole course completed in 1922. The course is consistently ranked among Michigan's top private layouts and is included in Golfweek's listing of the top 200 classic courses in the United States. The Club serves 600 members, with an average age of 58 and a diverse generational mix. Members enjoy a full calendar of golf and social programming that reflects the Club's welcoming and active culture.

In 2019, Barton Hills celebrated its centennial with a major renovation of dining and pool facilities, strengthening its commitment to high-quality amenities while honoring its history. The Club is in a transformational period, with several major capital projects currently underway that will elevate the member experience and modernize the campus and will host the USGA Women's Senior Open in August 2026, further reinforcing its position as one of the premier private clubs in the region.

www.bartonhillsgc.com





EVENT MANAGER

Barton Hills Country Club is seeking an Event Manager to lead and grow its private event business. The role owns the sale, planning, coordination, and on-site oversight of member and member-sponsored events, including weddings, corporate gatherings, celebrations, and charitable functions. The Event Manager serves as the primary point of contact for the member or host from initial inquiry through the conclusion of the event, and is present on event days to confirm that execution meets agreed expectations.

The position operates within a membership-based environment where consistent service standards and member confidentiality are essential to the club's reputation. The Event Manager represents the club in every client interaction, exercises discretion with member and guest information, and coordinates closely with the food and beverage team to deliver each event to a consistent standard. Because the department is being built, the Event Manager will take a hands-on role in execution early on while developing the team that carries day-of delivery over time. This is an event-facing position that requires availability during evenings, weekends, and holidays when events are scheduled.

The Event Manager reports to the General Manager and works in close partnership with the Director of Food & Beverage, who leads the team that services and executes events.



Key Objectives:

Grow and Manage the Private Event Business

- Respond to and qualify member and member-sponsored event inquiries.
- Sell, plan, and coordinate events from first contact through completion.
- Serve as the single point of contact for each booking throughout the planning process.
- Prepare event documentation, including proposals, contracts, floor plans, and banquet event orders.
- Maintain an organized booking calendar and accurate records for all events.

Build the Event Execution Foundation

- Establish the day-of execution team, including banquet captains, supervisors, and a coordinator, as volume supports.
- Partner with the Director of Food & Beverage to define service standards and service style.
- Recruit, train, and develop team members so day-of execution can be delegated as the department grows.
- Confirm that service delivery aligns with the experiences sold and planned.

Oversee On-Site Event Execution

- Provide direction on behalf of the member or client on the day of each event.
- Coordinate with the food and beverage team and the banquet captain or lead server running the floor.
- Provide accurate floor plans for all functions and oversee the set up.
- Verify that setup, timeline, and service details meet agreed expectations.
- Resolve issues as they arise and confirm the room is closed properly at the end of each event.



First-Year Priorities

To be successful in the first year, key priorities include:

- Establishing the initial execution team foundation of captains, supervisors, and a coordinator within the first 90 days.
- Creating repeatable processes for handling inquiries through event completion.
- Developing a working partnership with the Director of Food & Beverage on standards and service style.
- Building a pipeline of confirmed bookings and a consistent calendar of private events.
- Documenting event procedures to support future team members and department growth.

Qualifications and Characteristics

- Bachelor's degree in hospitality, event management, business, or a related field, or equivalent professional experience.
- Minimum 4 years of experience in event sales, catering, or event management.
- Demonstrated experience managing events from inquiry through on-site execution.
- Availability to work evenings, weekends, and holidays as events require.
- Proficiency with event or booking software and standard office applications.
- Experience in a private club or other membership-based hospitality environment.
- Experience building, training, or supervising service or event teams.
- Working knowledge of food and beverage and banquet operations.
- Familiarity with wedding and social event planning.
- Strong written and verbal communication skills, with the discretion required in a confidential member environment.



Compensation and Benefits

- Salary compensation is commensurate with experience, plus a holiday fund bonus.
- Comprehensive benefits package, including health, dental, and vision benefits and PTO.

Please do not contact the Club directly regarding this opportunity. Interested and qualified applicants should submit their resume in confidence to Rob Schlingmann, CCM, CCE, CAM at Strategic Club Solutions: Rob@StrategicClubSolutions.com.







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