

The University Club of Toronto

POSITION: Events Coordinator – Maternity Leave Posting – One Year

PRIMARY FOCUS: Private Function Sales & Events Marketing for the Club

RESPONSIBILITIES:

Food & Beverage Sales

- Coordinates private function bookings and client contracts for member's private events
- Tours potential clients for weddings and works with suppliers to coordinate delivery of services
- Upselling food and beverage choices to all function holders
- Creates member events and programming in conjunction with member committees
- Works with Food & Beverage team to produce menus for formal and casual dining outlets
- High attention to detail, pricing, and presentation of correspondence.
- Produces marketing materials for e-distribution to the membership;
- General office duties
- Attends the commencement of events to meet and greet and is on site to assist event planners through weddings;
- Explores the marketing opportunities for the Club's external functions in the digital or print media, including but not limited to Club's website, Event Source, Wedding Wire etc.

MINIMUM REQUIREMENTS: A University graduate or equivalent years of experience, particularly in hospitality. Previous experience with graphics and newsletters an advantage.

HOURS: Variable, depending on times of functions and includes evenings and weekends as necessary for an average 44 hours a week.

REPORTS TO: The COO