tobiano

GreenTee Country Club Tobiano

Events Manager

Reports to: General Manager
Position Type: Permanent Full-Time

Tobiano Golf Course is located just 20 minutes west of Kamloops, BC, on the shores of Kamloops Lake. Tobiano is an 18-hole championship golf course known for its breathtaking views, exceptional playing conditions, and memorable guest experiences.

The Events Coordinator is a hands-on operational role responsible for coordinating, communicating, and executing a wide range of events, including golf tournaments, weddings, golf groups, corporate bookings, private functions, and restaurant events.

This position requires exceptional customer service, strong organizational and communication skills, and a professional brand presence. The Events Coordinator works closely with the management team, department leads, operational staff, clients, and vendors to ensure events are planned and delivered to a high standard.

Key Responsibilities

Event Sales, Planning & Coordination

- Coordinate event bookings from initial inquiry through completion, including dates, spaces, menus, guest counts, timelines, and additional services.
- Conduct site tours and meetings with prospective and confirmed clients.
- Work closely with clients to understand their needs and bring their event vision to life.
- Develop detailed event plans, timelines, room layouts, event orders, signage, and other operational documents.
- Prepare and maintain event quotes, contracts, invoices, deposits, and other event-related documentation.
- Identify potential logistical challenges and develop effective solutions before and during events.
- Coordinate large-scale events, including full-course golf tournaments, large golf groups, weddings, restaurant events, private functions, and corporate events.

Event Operations & Execution

- Work closely with management, department leads, and operational staff to coordinate and execute successful events.

- Oversee event setup, execution, and breakdown, serving as the primary on-site contact for clients and event organizers.
- Ensure staff are informed of upcoming events, event requirements, timelines, responsibilities, and service expectations.
- Coordinate with the Head Chef on large groups and private events, including space requirements, menus, timelines, and operational details.
- Monitor service standards throughout events and address issues, changes, or unexpected challenges as they arise.
- Communicate staffing requirements and concerns to management to help ensure appropriate staffing levels and service standards.
- Promote collaborative service and shared responsibility among all departments and staff involved in events.

Client & Vendor Relations

- Build and maintain strong, professional relationships with clients, guests, vendors, and internal teams throughout the sales and planning process.
- Provide clear, concise, professional, and timely communication to clients and internal teams.
- Address client questions, concerns, and feedback promptly and professionally.
- Work with clients and vendors to coordinate event-specific requirements and ensure expectations are clearly communicated and met.
- Deliver an energetic, welcoming, and exceptional level of customer service throughout the event experience.

Financial & Administrative Responsibilities

- Assist with the development of pricing for event rentals, packages, and bookings.
- Track budgets and expenses for large-scale events.
- Work with the accounting team to coordinate event deposits, payments, invoices, and outstanding balances.
- Maintain accurate and up-to-date event records, client information, financial documentation, and booking details.

Marketing & Business Development

- Support the development and implementation of event packages, promotions, and new event opportunities.
- Collaborate with the marketing team to promote upcoming events and event offerings.
- Assist with the creation of event signage, including posters, table signs, and other event materials.

- Provide management with feedback and recommendations regarding event offerings, pricing, fees, products, and processes that may improve the business and overall client experience.

Team & Operational Excellence

- Promote and support a culture of excellence, expertise, professionalism, teamwork, and high-quality service.
- Ensure established policies, procedures, and processes are understood and followed to support operational efficiency.
- Strive for continuous improvement in individual performance, team operations, and the overall event experience.
- Perform other related duties as required.

Qualifications & Experience

- Minimum of 2 years of experience in golf operations, food and beverage/service, event coordination, or a related hospitality environment.
- Strong organizational skills with the ability to manage multiple events, priorities, and deadlines simultaneously.
- Excellent written and verbal communication skills.
- Strong customer service skills and a professional, energetic approach to working with clients and guests.
- Ability to remain organized and solution-focused in a fast-paced operational environment.
- Ability to work collaboratively with management, culinary, food and beverage, golf operations, and other departments.
- Availability to work a flexible schedule based on event requirements, including some evenings, weekends, and holidays.

Compensation & Benefits

- $26.00–$30.00 per hour, based on experience and qualifications. Opportunity to transition to a salaried position following successful completion of the probationary period.
- Benefits available following successful completion of the probationary period.
- Golf privileges at GreenTee Country Club Tobiano.
- Employee meal discounts.
- Opportunity for flexible remote work for certain administrative duties, where operational and event requirements permit.

How to Apply

Please send your cover letter and resume to the General Manager, Curtis Baldwin, at curtis.baldwin@gtcctobiano.com.