



Harper Associates

Connecting Talent with Opportunity since 1968

www.harperjobs.com | 248-932-1170



Assistant Catering & Special Events Director: Detroit Athletic Club - Detroit, Michigan

Exclusive Search by Harper Associates

Seeking a top luxury catering management professional waiting for a spectacular career opportunity to be available in the Detroit area!

Harper Associates has been exclusively retained by the prestigious Detroit Athletic Club (www.thedac.com) to search for an exceptional Catering Management professional with experience in a distinguished luxury property (similar to Ritz Carlton, Four Seasons, caliber). The DAC, located in the heart of Detroit's revitalized and thriving sports, entertainment and theatre district, is long recognized as one of the finest private Clubs in the country. Known for impeccable service, The DAC offers its members a wide variety of services, many very unique, including a small number of boutique hotel rooms. The DAC has 4500 members, 300 employees, multiple restaurants, catering and conference facilities, spa, etc.. The DAC has received The Michigan Quality Leadership Award, the highest honor for organizational excellence in Michigan which means it has a similar structure to a hotel. The club embraces a family environment where both members and employees are working toward the same outcome, to have the best club with the greatest events. These are just a few reasons why the renowned DAC has been a career destination for many hospitality professionals who wanted to return to Michigan.

Catering and special events play a significant role at the Club, as this classic and magnificent venue hosts approximately 2000+ catering and special events annually, including weddings, corporate galas, fundraisers and club member events. With the support of a strong team of 5 catering coordinators, the Assistant Director in cooperation with the Director, helps to oversee and execute these elegant events, ranging in size from 25 people to 1600 guests. The Assistant Director must be a seasoned catering professional with proven leadership skills to help plan events, manage staff and department and promote optimal guest service at all times. The ideal candidate is one who is capable of standing in for the Director in their absence. Strong training abilities are a must in order to maintain the club's superior reputation for stellar customer service.

Responsibilities will include, but not be limited to:

- Planning meetings, banquets and social events
- Assist the Director in managing the department with hiring and training
- Meet with prospective clients and perform site tours
- Clearly inform clients of services and venues features
- Manage catering team and perform training as needed
- Properly communicate across departments
- Scheduling, writing and discussing BEOs, forecasting, expense reporting, P&L reports

Requirements:

- **Bachelor degree preferred (or equivalent in experience)**
- **Catering and special event management experience in a luxury property similar to Ritz Carlton, Four Seasons... caliber**
- **Solid and up-to-date hiring and training practices**
- **Exceptional communication and strong negotiation skills**
- **Professional appearance and demeanor**
- **High proficiency level in Word, Excel, Outlook, and PowerPoint**

Excellent salary plus fantastic benefits (401K) will be offered. All inquiries will remain confidential.

Please send your resume directly to Harper Associates in a Word format attachment : ben@harperjobs.com

**Ben Schwartz President
Harper Associates 31000 Northwestern Highway Suite 240
Farmington Hills, MI 48334 Phone 248 932-1170
Direct Line: 248 737-0431 Fax 888 737-8525
ben@harperjobs.com www.harperjobs.com**