



## Tournament Director

### The Club:

Located in Surrey, BC, 30 minutes outside of Vancouver, Northview Golf and Country Club was designed by Arnold Palmer and known for hosting the PGA Tour from 1996-2002. Northview was founded in 1994, is a public 36-hole golf facility, and is the official course of the Vancouver Canucks.

### The Facilities:

With two Arnold Palmer Signature courses, a 42,000 square foot practice facility, and a full-service clubhouse, Northview is always near the top of the list for places to play or host an event in the Greater Vancouver area.

### Job Summary:

Northview is seeking a well-qualified, dynamic individual to oversee and manage our corporate tournament operations. The successful candidate will work collaboratively with all departments in successfully executing a full calendar of corporate events each year. This position will report directly to the Head Golf Professional and work closely with the Director of Sales and Marketing, General Manager and all golf operation and food and beverage staff.

### Responsibilities:

- Preparation and implementation of annual tournament contract.
- Oversee annual corporate event calendar. Maintaining the relationships we currently have while creating a renewed vision for the future.
- Maintain great rapport with clients, supporting Northview's vision as well as the client's needs.
- Communicate with clients in a timely manner to ensure relationships are strong.
- Provide a weekly tournament update at senior management meetings and food and beverage meetings.
- Winter employment will include coordinating and executing some corporate, business and Christmas parties as well as some employment in the golf shop in the offseason.
- Coordinate all large events on event day and ensure seamless communication with all departments and event coordinator.
- Responsible for creating growth opportunities with corporate merchandise program.

- Ensuring accurate and up to date records with each event are maintained with each event from first point of contact to execution and follow-up feedback.
- Manage Club Prophet Software and the annual set-up of our tee sheets.
- Participation at trade shows and community events as needed.

**Benefits:**

- \$57,000-\$60,000 per year plus banquet gratuities. This is a 12-month full-time position.
- 4% vacation pay distributed bi-weekly.
- This position is Monday to Friday, with the exception of weekend events.
- Potential for Titleist and Footjoy staff package.
- Health and Dental Plan (After 3 months).
- PGA of Canada dues paid upon completion of season.
- Golf and practice privileges

**Qualifications:**

- A strong understanding of high-end golf facility operations and event operations.
- Supervisory experience coordinating events is required.
- Experience organizing events at a golf facility is required.
- Food and beverage/catering experience is an asset, however not required.

**Closing date for applications:** February 10<sup>th</sup>

**Start Date:** Immediately

Resumes with cover letters can be sent by email to: Greg Pool, Head Professional;  
gpool@northviewgolf.com