

CANDIDATE PROFILE

Director of Catering & Conference Services

Midland Country Club
Midland, TX

www.midlandcc.com



The Organization

Midland Country Club (MCC) is a premier destination nestled in the heart of the vibrant community of Midland, Texas. Established in 1927, the Club boasts a rich history and a tradition of excellence in providing unparalleled experiences for members and guests.

Midland Country Club's crown jewel is its 7,483-yard Championship Golf Course, ranked in the Top 50 in Texas. Situated on lush, meticulously manicured grounds spanning over 160 acres, the 18-hole course, designed by renowned architect Ralph Plummer, presents a challenging yet rewarding landscape for players of all levels. With strategic bunkers, undulating fairways and stunning views of the West Texas horizon, the course promises an unforgettable round every time.

Since its inception nearly a century ago, Midland Country Club has been a cornerstone of the community, fostering connections and creating memories for generations of members. Steeped in tradition, the Club honors its heritage while embracing modern amenities and services to meet the evolving needs of its members.

Beyond the greens, Midland Country Club offers a wealth of amenities designed to enhance the quality of life for MCC members. From the state-of-the-art fitness center to the inviting clubhouse, complete with elegant dining options and spaces for private events, every aspect of the Club is crafted to provide an exceptional experience. The Club's tennis courts, brand new pickleball courts, swimming pool and various social events throughout the year ensure there's always something for everyone.

The Midland Country Club staff is upholding the legacy of exceptional service and creating unforgettable moments for our valued members and guests. The team is committed to the Club's Mission Statement: **Midland Country Club is a traditional private country club offering a family-oriented experience, exceptional facilities, personal service and lifelong relationships.**

MIDLAND COUNTRY CLUB DETAILS:

- Total Member Families: 880
- Dining Outlets: seven, including formal and casual spaces
- Gross Revenues: \$17.6M
- Annual F&B Revenues: \$4.2M
- Full-time Employees: 120
- Open six days per week, year-round
- POS/Accounting System: Club Essentials

Position Overview

Midland Country Club is seeking a dynamic, detail-oriented and service-driven Director of Catering and Conference Services to lead and elevate the Club's private events, weddings, tournaments, member functions and conference services operation. This is a highly visible leadership role responsible for delivering seamless, personalized and memorable event experiences that reflect the Club's standards of excellence.

The Director of Catering and Conference Services will oversee all aspects of event sales, planning, execution and post-event evaluation for a robust calendar of member and non-member events. This leader will serve as the primary liaison between members, guests and internal departments, ensuring flawless coordination among culinary, food & beverage, facilities and service teams.

The Director will work closely with the General Manager, Culinary Director, Director of Food & Beverage and senior leadership team to align the events program with the Club's strategic goals, culture and commitment to exceptional hospitality.

Responsibilities

- Provide overall leadership and direction for all catering, conference services and private event operations, including weddings, banquets, golf tournaments, corporate meetings and member social events.
- Serve as the primary point of contact for members and clients throughout the entire event lifecycle, from initial inquiry and contract through execution and post-event follow-up.
- Actively sell and promote the Club's event spaces and services, maximizing revenue while maintaining a strong member-first approach.
- Develop detailed event proposals, contracts, menus and pricing in collaboration with culinary and food & beverage leadership.
- Lead all BEO development, review and distribution processes to ensure clear communication, accuracy and flawless execution across departments.
- Coordinate closely with the Executive Chef, culinary team and service leadership to ensure menu alignment, timing, staffing and presentation meet or exceed expectations.
- Oversee event logistics including room setup, audiovisual needs, décor coordination, staffing

plans and service flow.

- Maintain a strong on-site presence during events to oversee execution, troubleshoot issues in real time and ensure exceptional guest satisfaction.
- Establish and maintain event service standards, timelines and operating procedures to drive consistency and efficiency.
- Manage event-related budgets, revenue forecasting and expense control to support the Club's financial objectives.
- Lead, train and develop the catering and conference services team, fostering a culture of professionalism, accountability and hospitality excellence.
- Conduct post-event evaluations and solicit member/client feedback to continuously refine processes and enhance the overall experience.
- Collaborate on long-term event strategies, space utilization, capital needs and service enhancements to support the Club's future growth.

Skills, Background & Personality

- Minimum of 5–8 years of progressive experience in catering, conference services or event management, preferably within a private club, luxury hotel or high-end hospitality environment.
- Demonstrated success managing high-volume, high-touch events with complex logistics and elevated service expectations.
- Strong sales acumen with experience in event pricing, contract negotiation and revenue optimization.
- Proven ability to lead cross-functional teams and coordinate seamlessly between front-of-house, culinary and operational departments.
- Exceptional organizational skills with strong attention to detail and the ability to manage multiple events simultaneously.
- Excellent communication and interpersonal skills; polished, professional and member-focused.
- Ability to remain calm, flexible and solution-oriented in a fast-paced, event-driven environment.
- Proficiency with event management systems, POS platforms and basic financial reporting; experience with Club Essentials preferred.
- A warm, confident and service-minded leadership style with a genuine passion for hospitality and relationship building.

Competitive Compensation

The Club offers an attractive and competitive compensation and benefits package to include:

- Competitive salary based on experience
- Health, dental and vision insurance
- 401(k) plan with club match
- Paid vacation and holidays
- Professional development opportunities
- Complimentary meals during shifts
- Supportive, team-oriented club culture

To be Considered

Please submit your cover letter, résumé, and a portfolio showcasing your work in **PDF format**, attached via email with the subject line: **Director of Catering and Conference Services, Midland Country Club** to the contact below:



Tara Osborne
Principal

✉ tara@gsiexecutivesearch.com
☎ 512-965-5643

