



TALISKER CLUB

Storied Management LLC – an affiliate of Storied Development, LLC, an established development, marketing and sales organization with private club communities throughout the continental U.S., Hawaii, the Caribbean and Mexico – is seeking an Event Coordinator for its luxury, private residential, mountain golf and ski community in Park City, Utah – Talisker Club.

Talisker Club is Park City's only four-club, one-membership private home community presenting an incomparable collection of mountain, Main Street, backcountry and country clubs. It is situated in Utah's Wasatch mountain range, from the slopes of the Deer Valley® Resort to the valleys surrounding the Jordanelle Reservoir.

Please visit our website at: www.taliskerclub.com to learn more.

POSITION DESCRIPTION:

Event Coordinator

STATUS:

Full Time / Year-Round

REPORTS TO:

Events Manager

PURPOSE OF POSITION:

We are seeking a motivated and detail-oriented Event Coordinator to join our Events team. This role is a hybrid of office-based planning and on-site event execution. The ideal candidate will assist with coordinating and managing events from start to finish, including menu creation, setup, and guest experience.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Please note that this is not an exhaustive list of everything. Key responsibilities for this position are:

- Support the planning and coordination of weddings, banquets, golf tournaments, and private events.
- Collaborate with the Event Manager on logistics, menu creation, timelines, and layouts.
- Work hands-on during events, overseeing setup, décor, and execution to ensure a seamless experience.
- Communicate effectively with team members, vendors, and clients.
- Maintain event files, communications, and schedules using Outlook, Word, Canva, and OpenTable.
- Provide excellent guest service while representing the club's standards.
- Other duties as assigned.

QUALIFICATIONS:

- Proficient in Outlook, Microsoft Word, Canva, and OpenTable.
- Previous banquet experience required; experience as a Banquet Captain or in weddings/golf tournaments is highly desirable.
- Strong organizational and multitasking skills.
- Team player with a positive attitude and strong work ethic.
- Bilingual in English and Spanish is a plus.
- Ability to work flexible hours, including evenings, weekends, and holidays, based on event needs.
- Must be able to lift up to 30 lbs.



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PERSONAL ATTRIBUTES:

- A proactive, hard-working individual who thrives in both office and event environments.
- A problem solver who can think quickly and adapt under pressure.
- Someone who values teamwork, communication, and delivering memorable event experiences.

BENEFITS & PERKS OFFERED:

- Medical / Dental / Vision / Health Savings Plan / Flexible Spending Account
- Life Insurance – Long- and Short-Term Disability
- Supplemental Insurances: Accident, Hospital Indemnity, Critical Illness
- Paid Time Off: Vacation & PTO Package; Designated Holidays
- 401(k) Retirement Plan and Employer Match
- Discretionary Bonas Program / Reward and Recognition Programs
- Employee Meal Program / Discounts on Retail
- Education and Tuition Assistance Program
- Ski Passes & Golf Privileges

Interested candidates please visit <https://www.taliskerclub.com/careers/> and submit resume associated with position of interest.