

**The Country Club
Pepper Pike, OH**

**Communications Director and Graphic Designer
Reports To: Assistant General Manager**

Job Summary

Work as an integral part of the team aiding in telling the story of a top country club in the nation. The Country Club, locally known as “Country”, is looking for a creative, energetic, detail-oriented individual looking to utilize a variety of skills to develop and design the overall strategic marketing & communications plan for the Club. This position is responsible for the production of the Club’s newsletter (Courier), website and app design and function, email distributions, video design, MemberText, survey functions, and other internal and external written communications. This position produces high-priority print and digital pieces, including posters, brochures, flyers, newsletters, menus, logos, invitations, multimedia graphics, videos, visual design for the web, and more.

About The Country Club

An important part of Cleveland's history for more than a century, Country is a family-centric, full-service traditional country club with a wide range of sport and social offerings steeped in rich memories. We are a nationally recognized Platinum Club with a long tradition of excellence that continues today. The Club’s golf course is a highly regarded William Flynn design and has played a part of many important golf events, including the 1935 United States Amateur Championship and the 2012 US Women’s Amateur Championship. The Club’s sports facilities include the 18 hole golf course, swimming pool, fitness center, skeet range, and a recently renovated all-weather racquet facility supporting tennis, paddle, and pickleball. The Club has multiple private party rooms and dining options, providing the membership with many opportunities for social interaction.

Education and Experience

- Undergraduate degree in Multimedia/Digital Design, Graphic Design, Communications, or equivalent years of related work experience.
- Website content management experience preferred.
- Content design experience preferred.
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Job Knowledge, Core Competencies, and Expectations

- Experience with computer graphics software, including In-Design, Illustrator, Photoshop, PowerPoint, Microsoft Publisher, Adobe Acrobat and/or similar programs.
- Ability to integrate additional publishing platforms such as Vimeo, Issuu, Canva, and/or similar programs.
- Proficient with English grammar and possesses skills in news-style writing, feature writing, copywriting, proofreading and editing.
- Knowledge of and ability to perform required role during emergency situations.

Job Tasks/Duties

- Coordinates writers, editors, and others who assist with the Club’s newsletter (The Courier); collects, organizes, and submits all copy for production on a timely basis; proofs contents for

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- corrections and changes; responsible for design and layout of page format and cover design.
- Manages all aspects of the Club's website and mobile app, including online event and dining registrations.
 - Recommends annual budget; monitors to ensure that communications department revenues and expenses are within the established budget; implements corrective actions if necessary to ensure that budget goals are met.
 - Establishes and creates print materials for all aspects of the club, including new member and prospective member promotional pieces, menus, athletic tournament entries, and in-house signage.
 - Supervises the ongoing development of the club's communications program.
 - Oversees all direct mailings, including composition, design, and printing.
 - Required to take photos for use in club publications and exhibits.
 - Distributes and tallies member surveys.
 - Creates flyers, signs, and promotional materials for displays and mailings.
 - Coordinates development of marketing with all department heads.
 - Responsible for updating the calendar of events and email blasts to members.
 - Responsible for video production for internal and external outlets.
 - Responsible for the management and content development of all social media platforms.
 - Provides administrative support to Membership office and drafts correspondence to members and non-members as needed to support the Membership Department.
 - Enhances youth and family programs through the use of multimedia platforms.
 - Assists with marketing the Club to potential employment candidates.
 - Supports human resources with employee communication efforts.
 - Actively seeks innovative ways to improve the communication of information to members.
 - Completes other special projects, assignments, and duties as directed.

Requirements & Skills

- May be asked to take a proofreading and editing test as part of the interview process.
- Ability to demonstrate sufficient skills in Adobe InDesign or equivalent design program.
- Ability to collaborate with teams and internal stakeholders.

Work Environment & Physical Demands

- This position is required to work on premises at the Club and has a flexible work schedule.
- Ability to work independently while managing the workflow of multiple projects simultaneously.
- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.
- Must be able to handle hot and cold interior and outdoor conditions.

Please Send Resumes to:

Grant Simpson

Assistant General Manager

Phone: (216)-831-9200 ext. 171

Email: gsimpson@thecountryclub.com

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