

# LONGUE VUE CLUB

*Pittsburgh, Pennsylvania*

---

## Now Hiring: Communications Director

**Full-Time | Competitive Salary & Comprehensive Benefits**

### About Longue Vue Club

---

Longue Vue Club is a distinguished private club committed to excellence, delivering an elevated member experience through exceptional amenities, thoughtfully curated programming, and personalized service. Grounded in tradition and hospitality, we take pride in cultivating a welcoming, connected, and engaged member community.

We are seeking a talented communications professional to help tell our story and elevate the member experience.

### About the Role

---

The Communications Director will lead the Club's communications strategy and execution across all platforms. This is an exciting opportunity for a creative, organized, and self-motivated professional who enjoys both high-level planning and hands-on content creation.

As Communications Director at Longue Vue Club, you will oversee communications across digital, print, and social channels, ensuring a consistent, polished, and engaging presence. This role is ideal for a strong communicator who thrives in a collaborative, member-focused environment and takes pride in delivering thoughtful, timely, and detail-oriented work.

This position reports to the Membership & Marketing Director and works closely with department leaders across the Club.

### Key Responsibilities

---

- Plan, write, design, and distribute all Club communications across digital and print platforms, including email campaigns, newsletters, social media, event signage, and invitations
- Manage and regularly update the Club's website with timely content, event information, and photography
- Produce weekly e-blasts and monthly newsletters that reflect the Club's voice and enhance member engagement
- Develop, grow and maintain a consistent and creative social media presence
- Collaborate across departments to support communications needs and promote upcoming events
- Partner with the Membership & Marketing Director on strategic initiatives and campaigns

- Support the hiring, onboarding, and management of reception staff to ensure a polished front desk experience
- Capture photography at member events and evening functions as needed
- Monitor and analyze communication performance, adjusting strategies to optimize engagement
- Assist with basic A/V setup and coordination for Club events when needed

## Qualifications

---

- Strong writing, editing, and communication skills with a keen eye for design and detail
- Self-starter with the ability to prioritize and manage projects independently and proactively
- Experience with email marketing platforms, social media management, and design tools such as Canva
- Familiarity with website content management systems (CMS)
- Collaborative and team-oriented with strong interpersonal skills
- Basic knowledge of A/V equipment is a plus
- 2–4 years of experience in communications, marketing, or a related field
- Bachelor's degree in Communications, Marketing, Journalism, or a related field preferred
- Experience in hospitality or private clubs is a plus, but not required

## Schedule & Compensation

---

This full-time, salaried role offers a competitive salary based on experience, along with a comprehensive benefits package that includes health coverage, paid holidays, and vacation time.

The standard schedule is Monday through Friday, with occasional evening or weekend availability for special member events.

## How to Apply

---

If you are passionate about communications, enjoy building community, and are excited to contribute to a dynamic and welcoming environment, we would love to hear from you.

Please submit your resume and a brief cover letter to:

**Please submit your resume and a brief cover letter to:**

**Hannah Street, CCM**  
**[hstreet@longuevue.org](mailto:hstreet@longuevue.org)**

We look forward to meeting you!