

## Join the LeBaron Hills Team! - Events and Communications Manager

### Job description

**LeBaron Hills Country Club** opened in 2001 as one of the premier golf courses on the South Shore. The championship 18 hole private course designed by Cornish, Silva & Mungeam, Inc. is a challenging 6803 yards with a par of 72. Along with the golf course, LeBaron Hills Country Club has tour class practice facilities that include a 10 acre practice range, 40-yard short game hole complete with a regulation green and bunker, and a 60,000 square foot practice green. LeBaron Hills plays host to approximately 23,000 rounds annually between member and guest play.

While our primary focus is creating an exceptional experience for our members, we also host a select number of outside functions and outings throughout the year. From golf to dining to special events, our team works together to make sure every guest feels welcome and cared for. Behind the scenes, we're equally dedicated to running a smooth and professional operation, with strong business practices that support the member experience.

### Position Description

As the **Events and Communications Manager**, you will work closely with a talented team to plan and execute high-quality golf outings, private functions, and member events for a diverse clientele. From large non-profit fundraisers and elegant weddings to sweet-16 birthday parties and baby showers, we're looking for someone excited to make LeBaron Hills the premier destination for events of any size. This is a full-time, year-round role offering a competitive base salary plus commission along with real ownership over the club's event programming, marketing, and member communications.

### Duties and Responsibilities:

- **Event Sales & Coordination** Own the full life cycle of event sales and coordination. Generate leads and respond to inquiries, manage all event details, provide hands-on execution on the day of the event, and meaningful follow-up to build lasting client relationships.
- **Event Execution** Oversee setup, service, and breakdown for all events while serving as the primary on-site contact for clients. Coordinate with other managers and direct staff to ensure smooth execution across a wide range of events, from weddings and golf outings to member brunches and seasonal programming.
- **Member & Social Events** Develop creative ideas for new events while preserving traditional club programming. Design promotional materials via Canva, manage registrations through Constant Contact.
- **Communications & Marketing** Manage all member-facing communications including the weekly newsletter, club website, mobile app, and social media channels (Facebook and Instagram). Create signage, flyers, and promotional content, and maintain up-to-date contact lists and the internal club calendar.
- **Administrative and Management** Track event revenue and expenses and prepare profit and loss reports. Serve as lead manager for, and assist in hiring for, function staff.

**Job Type:**

- Full-Time

**Salary:**

- Salaried, Exempt. Range is \$50,000 - \$90,000 per year, inclusive of commission on sales and event execution. Base salary is \$50,000 - \$58,000, based on experience. Motivated candidates with strong sales instincts have significant earning potential beyond the base.

**Benefits:**

- Health and Dental Insurance
- Paid Vacation
- Paid Professional Development Time
- 401k (non-matching)
- Meals while on duty
- Playing and practicing privileges

**Schedule:**

- The base hours for this role are Monday – Friday, 9AM – 5PM. However, this role requires flexibility throughout the year. Event days, including many evenings and weekends, are a core part of the job, and your schedule will shift based on the club's events calendar.

**Experience:**

- While experience across all areas of the role is preferred, we would be glad to meet early-career professionals or someone looking to transition into event and function sales. We encourage anyone who is self-motivated and professionally driven, with exceptional customer service skills, to apply.

**Work Location:**

- In person, Lakeville, MA

**How to Apply:**

- Send a **Cover letter** and **Resume** to Alex Will, Business Operations Manager at [AWill@lebaronhills.com](mailto:AWill@lebaronhills.com) with **Events Position – [YOUR NAME]** in the Subject line.
- Cover letters should detail why you would be the ideal candidate, especially if your resume does not make that apparent.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

LeBaron Hills is committed to providing equal employment opportunities and advancement to all individuals. Employment decisions are based on merit, qualifications, and abilities. LeBaron Hills does not discriminate in employment opportunities or practices on the basis of a person's race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, status as a disabled Veteran or Vietnam-era Veteran, genetic information or other protected status.