



**EVENTS & COMMUNICATIONS MANAGER
BLUE MOUND GOLF AND COUNTRY CLUB
Wauwatosa, Wisconsin**

CLUB OVERVIEW

Located in Wauwatosa, Wisconsin, Blue Mound Golf and Country Club was founded in 1903 and has become one of the top private clubs in Wisconsin. The Club has an 18-hole Golf Course, Members Grill, Main Dining and Ball Room, two Member bars and two beautiful outdoor Patios overlooking the prestigious Golf Course. The Club has over 350 Members and gross revenues of \$7.5 million with \$2M in Food and Beverage.

CLUB HISTORY

Blue Mound Golf and Country Club has been providing its members with an excellent golfing experience for over 100 years. The club has 18 challenging holes, an elegant clubhouse, fine dining and a variety of social activities along with a dedicated staff. The atmosphere is designed to encourage the kind of satisfying golf and rewarding social experiences found in the country's finest clubs. Once Members and their guests have experienced Blue Mound, they will consider it their "home away from home." Our historic golf course, designed by the acclaimed Seth Raynor, was the first in Wisconsin to host a golf major: the 1933 PGA Championship, won by Gene Sarazen. Mr. Raynor's masterpiece is maintained at the highest levels; with greens and fairways in pristine condition.

JOB DESCRIPTION

JOB TITLE:

Events & Communications Manager

DEPARTMENT:

Front of House

REPORTS TO:

Clubhouse Manager

DIRECTLY SUPERVISES:

Oversees: Receptionist

SUMMARY OF POSITION:

The Events & Communications Manager is responsible for planning all private, Club and outside events at the Club and providing digital, written, printed and all other communication to the Membership. This individual will be a self-starter, have excellent time-management skills, be detail oriented with strong follow through and a high level of accuracy. The Events & Communications Manager will lead staff members with a common goal to exceed member expectations and strive for excellence on a daily basis. This position will be very active in all banquet and Club events to provide the best experience to our Members and guests. The Events & Communications Manager should have the skills to lead a team of varied individuals to provide a high-quality experience in a private club.

WORKING RELATIONSHIPS:

Works closely with, General Manager, Clubhouse Manager, Food & Beverage Manager, Beverage Manager, Banquet Manager, Executive Chef, Sous Chefs, Controller, Accounting Assistants, Director of Golf, Head Golf Professional, Assistant Golf Professionals, Outside Services Manager, Director of Grounds, Housekeeping, and Locker Room Attendants.

DIMENSIONS OF POSITION:**EDUCATION AND WORK EXPERIENCE:**

- Bachelor's Degree from a four-year university, preferably in Hospitality Management or Communication.
- Has at least 2 years of management experience in a similar high-end club or like environment.
- Affiliation with Club Management Association of America (CMAA) considered a plus.

SKILLS AND COMPETENCIES:

- Strong organizational and time management skills
- Demonstrates leadership and management skills
- Strong drive to learn new skillsets
- Strong team player with the ability to collaborate with multiple departments
- Proficient in Jonas Club Management, Jonas Activity Management, Adobe Acrobat, Adobe Express, In-Design, Outlook, Microsoft Word, Excel, PowerPoint and Zoom
- Professional work ethic with desire to always push beyond the status quo
- Detail oriented with a keen eye for accuracy
- Solid communication skills, both verbal and written
- Proven integrity and honesty

- Has a good sense of humor and an ability to have fun
- Committed to professional growth and development, for self and staff

JOB DUTIES AND RESPONSIBILITIES:

- Be familiar with and follow the Club's policies and procedures that are relevant to your specific position or as a general employee of the Club, as outlined in the Employee Handbook, and Training Manuals.
- The Events & Communications Manager will provide quality leadership and contribute to the positive atmosphere of the Club and associated operations.
- The Events & Communications Manager interacts positively, professionally poised, and politely with all team members, vendors, and the community to promote a team effort.
- Uses strong customer service skills to assist with inquiries and troubleshooting with the BMGCC app and email communications, club questions, event registration, and dining reservations.
- The Events & Communications Manager must maintain a "lead by example" approach while maintaining a very upbeat, "can do" and "get it done" attitude towards members, service, programs, and initiatives.
- Creates and distributes weekly e-newsletter utilizing club e-marketing software.
- Manages member registration, pricing, billing, and seating arrangements of members for club functions.
- Responsible for updating all digital platforms such as website, app, membership directory and weekly digital newsletter with new information as needed.
- Responsible for the updates and accuracy of the calendar of events published on our website/app and Directory.
- Updates Wine Society Membership and locker list internally as well as on Website and Directory
- Designs and distributes informational emails to all members including condolence announcements, construction updates, schedule changes, Club closing, President/GM letters
- Creates all digital graphics and advertisement material for Club events, dining specials, Club Historian articles, Condolence announcements, and Golf Course or Clubhouse updates.
- Edits, updates and coordinates design, printing and delivery of Annual Club Directory
- Assists leadership and club committees with creating presentations and conducting virtual meetings
- Reviews and edits private event menus and policies to ensure accurate offerings and prices.
- Works with the Executive Chef to determine selling prices, menu descriptions, and other details for catered events.

- The Events & Communications Manager will conduct weekly Food and Beverage meetings and will coordinate with key department heads on private banquet operations, Club events and golf outings.
- Will serve as a liaison between the management, service staff and kitchen staff to meet the requests of our members and guests.
- Assists members in planning the details of their private events by recommending menus, entertainment, theme, decorations, equipment, etc.
- Creates, updates, and maintains Event Orders and Room Layouts to ensure accuracy for all departments involved in events including kitchen, FOH, set up, valet attendants, maintenance and grounds where applicable.
- Responsible for distributing detailed set-up notes, menus, and floor plans for all private events.
- Arranges for rental items, florals, linens, décor, entertainment and other vendors as requested for each event.
- Will aid in set up and execution of all private events, Club events and golf outings.
- Arranges for printing of menus and name cards, and signs for events.
- Inspects finished arrangements, equipment, and room set ups.
- Ensures the smooth, efficient execution of private events to provide Blue Mound Members and guests with the experience and services for which the Club is well known. The focus is to provide an enjoyable, high-quality, first-class environment.
- Manages banquet billing and arranges prompt payment for all events.
- The Events & Communications Manager takes on the philosophy “the answer is ‘yes’, what is the question?”
- Perform other duties as needed that are assigned by the General Manager and/or Clubhouse Manager.

SALARY AND BENEFITS:

Salary is open and consistent with qualifications and experience. The Club offers an excellent benefits package, including professional development through local CMAA education or other related organizations, medical, dental, vision, 401k match and profit sharing and paid time off.

Interested candidates should send a resume and cover letter to:

Colin Roche
 Clubhouse Manager
 Blue Mound Golf & Country Club
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 Wauwatosa, Wisconsin 53226
 Email: Colinr@bmgcc.org