



Director of Communication and Creative Services
Philadelphia Country Club
Gladwyne, PA

Philadelphia Country Club is seeking an energetic, forward-thinking, collaborative leader to join our team! This candidate will be detail oriented, enjoys designing strategic communications plans and is effective in executing an exceptional member experience. The expectation is that the quality and consistency of our communications represent our club brand. This position works closely with department managers to produce and coordinate PCC communications. This position reports to the Clubhouse Manager.

About Us:

Founded in 1890, the Philadelphia Country Club is among the elite private, member owned clubs in the country. It is recognized as a Platinum Club of America. The Club's 975 Members and Guests enjoy exceptional facilities and service in a "family focused" setting. The Club's facilities include a 27-hole championship golf course, hydro tennis courts, paddle courts, squash courts, pickleball court, fitness center, a state-of-the-art resort style pool, a Summer House, a rustic Lodge for trap and skeet shooting, four lanes of bowling and 100,000 square foot clubhouse featuring casual and formal member dining rooms and recently renovated private dining facilities.

Director Responsibilities:

Writes and produces Club print and digital communications utilizing design, photo, and internet software and technology.

Serves as the graphic designer of PCC's monthly newsletters, including but not limited to: Club News, Fore! Word Golf Newsletter, Horse's Mouth Employee Newsletter, The Trident Swim Newsletter & Aces Tennis Newsletter.

Collaborates with Director of Food, Beverage and Culinary and Private Dining Team to design and edit all menus and event collateral.

Collaborates with the Clubhouse Manager, Marketing Manager, other department heads and Member chairpersons who contribute to the website, weekly blast, social media and Club newsletters to meet design and approval deadlines.

Produces attractive Club communications in that adhere to the Club's brand platform and traditional, understated, and elegant design standards. Generates and implements new and effective ideas for the highest level of member communications services.

Works with our Human Resources Department to design content for our Employee newsletter and employee mobile app

Works with Marketing Manager to recommend annual communications / marketing budget and monitors expenses

The Director will be a lifelong learner continuing to stay aware of technology trends and platforms

What You Need to Be Successful:

- Strong design and creative skills, including Canva, InDesign, Illustrator, Express and Photoshop
- Excellent critical thinking skills and attention to detail
- Superior written and verbal communication skills, together with highly developed interpersonal skills. Must feel comfortable and be willing to collaborate with fellow employees, members and guests on a regular basis.
- Thorough understanding of branding principles and tactics through multimedia including the web.
- Knowledge of various production processes, including print publications, promotional materials, digital distribution channels, photo/video, etc.
- Highly organized with the ability to thrive in a fast-paced and dynamic environment
- The ability to rise to challenges and find creative solutions to problems.

Qualifications/Experience

- Bachelor's degree in Graphic Design, Communications, Marketing, Business, or a related field.
- Experience in Private Clubs, Hospitality or a Related Field is preferred.

Work Schedule:

- This position requires a flexible work schedule and availability to work nights, weekends, and holidays.

Philadelphia Country Club will offer an attractive and competitive compensation to include:

- A competitive base salary
- Medical, dental, life insurance, 401K with company match
- Earned Time Off (ETO)
- Daily complimentary staff meals
- Employee engagement activities and events

Candidates meeting or exceeding the stated requirements are encouraged to submit their resume and cover letter to:

Missi Johnson

Clubhouse Manager

mjohnson@philadelphiacc.net

Must be authorized to work in U.S.

Job Type: Full-time