



Founded in 1919, Corning Country Club, located in Corning NY, a small city with a cosmopolitan flair and a captivating history. Our Club has 401 members in all classes, of which 265 are full golf members. The Club is open 11 months per year, closed in January with the most revenue generated during the summer months. Club facilities include two dining rooms, 180 person ballroom, two tennis/pickleball courts, a heated pool, fitness, and driving range.

Reports to: General Manager

Brief Job Description

The Director of Member Events and Communications Coordinator at the Corning Country Club is responsible for developing and supervising distinctive and memorable activities and events and club communications, including newsletter and marketing production and execution. The Events and Communications Coordinator will work closely with the General Manager, VP of Membership, and VP of House to deliver a wide range of events to engage our membership throughout the year.

The candidate should possess excellent communication skills, both verbal and written. A keen eye for marketing and attention to detail are critical to this role. The person in this position frequently communicates with membership and staff, both verbal and written, who have inquiries about the events and must exchange accurate information in these situations.

The candidate should have a positive and outgoing personality, work without supervision and be a problem solver.

Candidate Qualifications

The ideal candidate for this position will have worked in and understand event planning and will play a critical role in communicating and promoting club events and executing Member and, at times, private events from initial meetings and planning through execution.

Stable work history with demonstrated progressive responsibilities. The successful candidate will have a clear understanding of event planning with examples of direct prior experience with staffing, productivity, and costs while forecasting and planning accordingly.

The candidate should be familiar with POS software and prepare detailed and accurate Banquet Event Orders (BEO). The successful candidate will lead weekly BEO meetings with the FOH & BOH staff, schedule meetings with members and the Events and house Committee to develop, create, and promote exceptional, fun family events, specialty dinners, and member special events to exceed our member expectations. Producing a monthly newsletter and updating web pages, Facebook and Instagram are essential parts of this role, including experience working with Microsoft Publisher and Powerpoint.

The Events and Communications Coordinator should be a self-starter with a good sense of humor and have the ability to work with an experienced Management team, and must have at minimum a solid understanding of food and beverages, wine knowledge, and exemplary customer service skills. Examples of writing and promotional materials should be provided at the interview.

Compensation

Hourly wage based on experience plus commission with benefits based on the employee handbook.

Please send your resume and cover letter
Jeff Thomas
General Manager
Corning Country Club
jeff@corningcountryclub.com