**Position:** Member Events & Social Media Director

**Reports to:** ASSISTANT gENERAL mANAGER (agm)

**FLSA Status:** Exempt

**Full or Part-time:** Full - time

**Summary:**

The Member Events & Social Media Director is an integral part of the clubhouse team. Responsible for the planning and coordinating of all Club social events, to ensure an exceptional experience for all in attendance. Club social events include all holiday events and celebrations on the club’s social calendar. Also included are all internal meetings and functions, all Men’s and Women’s golf association play days and social events, book club, swim and dive leagues and the annual DCC Charity Weekend event.

Responsible for the Club’s social media efforts including Facebook, Instagram, Twitter, Website and Event Marketing. The Member Events and Social Media Director will be highly visible and interact with the membership as much as possible, and is expected to serve as the main point of contact for all Club social events.

**Primary Responsibilities:**

* Work as directed to support the mission and values of Dunwoody Country Club.
* Promote Club events in assistance with management team; this includes updating website, calendar events, promotional materials, club event surveys and club news.
* Plan and produce detailed event orders and room diagrams for all club events.
* Design and develop new concepts for events, buffets and food station themes and make recommendations about improvements to current club events.
* Manage the online member events calendar and registration process for all club events and create an exceptional “warm welcome” for members and guests arriving at member events.
* Examine event venue(s) prior to each booked event to ensure the function is properly set up and supplied.
* Collaborate with Director of F&B, Executive Chef, and Banquet teams to ensure that all food and beverage is presented in accordance with specifications on the BEO.
* Responsible for preparing the club social events budget; track event expenses and review accuracy of invoices.
* Manage all billing for club events.
* Ensure all members receive proper, attentive, courteous, and expedient service in a clean and pleasant atmosphere.
* Prepare reports, including successes and defects from all club social events.
* Attend weekly meetings to discuss all setup needs with Banquets, Catering, and Culinary Teams.
* Maintain club’s rolling event calendar for all departments.
* Execute appropriate phone etiquette and verbiage when speaking with members.
* Serves as a liaison to House Committee
* Responsible for clubhouse Christmas design/installation.
* Assist catering office with administrative task as assigned.
* Responsible for up-to-date information on the Event Board and communication of daily changes to food and beverage team.

**Knowledge, SKILLS, and Abilities:**

* Strong track record of progression and growth, with a background in hospitality.
* Computer literate, including Microsoft Outlook, Excel, PowerPoint, and Word.
* Ability to relate to, communicate with, and motivate employees to sustain high performance and quality levels.
* Ability to read and interpret multiple documents such as safety rules, operating instructions, financial documents, professional journals, and procedure manuals.
* Ability to write complex reports and correspondence.
* Ability to manage multiple tasks and demanding timelines.
* Ability to work independently and within a team-based environment.
* Excellent communication skills with the ability to converse and interact with individuals from all walks of life and put them at ease. The ability to comfortably speak in front of groups is also important.
* Possess a thorough knowledge of food and beverage operations and club policies.
* Understand proper service to use for all occasions and possess a complete and up-to-date knowledge of etiquette and service protocols.

**EDUCATION:**

* Minimum 2 years of related event planning experience.
* College degree or pursuit of a college degree preferred.
* Stay current on industry trends.
* Ongoing involvement in an industry association.

**WEBSITE:**[**www.dunwoodycc.org**](http://www.dunwoodycc.org)

**SALARY & BENEFITS:**

Salary is open and commensurate with qualifications and experience.  The Club offers a competitive salary, bonus, and benefits package for a position of this scope and responsibility.

**INSTRUCTIONS ON HOW TO APPLY:**

Please email your resume and cover letter to the Club’s General Manager/COO. Your letter should be addressed to **Michael Strain, PGA, General Manager/COO** and clearly articulate why you want to be considered for this position at this stage of your career and why Dunwoody Country Club and the Atlanta area will be beneficial to you, your family, your career, and the Club if selected.

***Your interest in this role must be communicated no later than May 10, 2022, and preferably sooner.  Interviews are expected to occur in mid-May with the selected candidate assuming his/her role in a reasonable amount of time thereafter.***



**Michael Strain, PGA**

*General Manager/COO*

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**Mobile:** 224-800-7670

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