



WOMAN'S ATHLETIC CLUB OF CHICAGO

Overview

The Woman's Athletic Club of Chicago is a private club for women nestled in the heart of downtown Chicago. Established in 1898, the WAC was the first athletic club for women in America. "Created by ladies, for ladies", it elected Mrs. Philip D. Armour as its first president, and the prestigious membership included the wives of many prominent Chicagoans. For well over 100 years, the WAC has been identified with graciousness and elegance – an oasis in the heart of the city for its membership.

In 1929, the Club found its current location and hired renowned architect Philip B. Maher to design a building specifically to its member needs. An architectural treasure, the Clubhouse was awarded Landmark status in 1991. The interior of the Club reflects the early 20th century Beaux-Arts and Art Deco design. From the stunning Ballroom to the elegant Silver Room to the welcoming Drawing Room to the cozy Library – each room is uniquely designed to provide a special place for groups large and small to gather.

The WAC also boasts modern facilities for health and fitness, including a gym, studio rooms for classes, a pool, as well as a full-service spa. From music concerts to guest speakers and highly regarded authors, the WAC provides regular programming to enhance the cultural interests of its members.

Whether weddings, engagement parties, showers, anniversaries, or an afternoon tea, WAC members enjoy hosting or sponsoring special events. Members also utilize the WAC for sponsoring professional meetings related to their career areas or volunteer organizations. Throughout its rich history, the Club has adapted to the changing needs of its members. By continually developing new programs and enhancing the facilities, the WAC remains a place where yesterday's rich traditions are expressed in today's contemporary style.

History

Founded in 1898, the Woman's Athletic Club is the first athletic club for women in America. The prestigious membership included prominent society and business names like McCormick, Ryerson and Swift. Members conceived of an oasis for women who sought a "retreat where health, grace and vigor can be restored". In 1929, the Club moved into its own building on North Michigan Avenue.

In 1991, this architectural treasure, designed by renowned architect Philip B. Maher, received landmark status in recognition of its beautiful and historically significant exterior. Members use its facilities for meetings, entertaining, wellness and lectures. Over the years, such diverse public figures as Rosalyn Carter, Cokie Roberts, Michael Frayn, Ogden Nash, Nan Kempner, Barbara Bush, and Diane von Furstenburg have participated in Club programs.

Communications Director Position Summary

The Communications Director will be responsible for all Club internal & external communications, including overseeing, compiling, and executing all communications related to Club business and events. In addition, he/she will be responsible for digital media and content creation, such as updating existing content and creating new content for the Club website, monthly newsletter, eblasts, as well as four-wall marketing. The individual in this role will also have managerial oversight and will supervise the Switchboard & Reception staff while utilizing coaching/mentoring techniques. Along with supervision, this individual will also be responsible for schedule creation and employee relations within the department.



Key Objectives

- Maintain and enforce Club's internal policies and procedures.
- Work with Committee and Department Heads to identify items for inclusion in the newsletter and e-blasts.
- Compile content for WAC Newsletter & Wellness Newsletter / Responsible for content and layout as well as overall design.
- Meet all deadlines and ensure accurate and timely processing of monthly newsletter, including folding, labeling, and mailing.
- Ensure all website/app/printed content is error-free and current.
- Update and maintain website calendar, daily.
- Create and send weekly & bi-weekly e-blasts to membership.
- Create print materials for all aspects of the Club, including new member/prospective member promotional material, event posters, brochures, table tents, etc.
- Assist Department Heads in creating and managing presentations for Club events.
- Be well informed about activities and operations throughout the Club.
- Compile and distribute Club event information using various mediums (website, app push-notifications, etc.)
- Proofread content for corrections, working with appropriate staff to make any necessary changes.
- Develop and maintain the Club's image, with the use of logos and signage.
- Collect bids for print jobs and serve as point of contact for vendors.
- Assist with member inquires and provide accurate information.
- Prepare weekly schedule for Switchboard/Reception staff and resolve departmental issues.
- Attend Club management/staff meetings and participate as a team player, assisting other departments as needed.
- Perform other duties as deemed necessary by the General Manager.

Competencies and Qualifications

- Bachelor of Arts Degree in Communications, Journalism, or related field preferred.
- 3-5 years progressive communications experience.
- Excellent customer service skills.
- Expert level business writing / AP Style.
- Fluent in written & spoken English.
- High-level understanding of various social media platforms and their use.
- Experience using desktop publishing software and graphics & photo imaging software.



Relationship with Members

- Maintain a professional, friendly, and diplomatic relationship with Club members.
- Take into consideration needs and wishes of members.

Departmental Policies:

- PTO days are granted based on member needs and Club events. Days off will be determined on a first come first serve basis. No exceptions.
- Continuing education classes sponsored by or paid for by the Club are considered workdays. In addition to progressive disciplinary measures for missing class, deposits/fees for missed classes will be charged back to the employee.
- Show concern for and pride in the growth & image of your department & the Woman's Athletic Club.
- Professional business attire at all times.

Benefits

- Full benefits (medical, dental, retirement savings plan, profit-sharing)
- PTO & sick days
- Complimentary meal daily
- Long term disability/short term disability, life

Interested and qualified applicants should submit their resume and cover letter to both:

Ryan, at Strategic Club Solutions
ryan@strategicclubsolutions.com

Nevena, at Strategic Club Solutions
nevena@strategicclubsolutions.com



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