



TALISKER CLUB

Storied Management LLC – an affiliate of Storied Development, LLC, an established development, marketing and sales organization with private club communities throughout the continental U.S., Hawaii, the Caribbean and Mexico – is seeking Communications Coordinator for its luxury, private residential, mountain golf and ski community in Park City, Utah – Talisker Club.

*Talisker Club is Park City's only four-club, one-membership private home community presenting an incomparable collection of mountain, Main Street, backcountry and country clubs. It is situated in Utah's Wasatch mountain range, from the slopes of the Deer Valley® Resort to the valleys surrounding the Jordanelle Reservoir.
Please visit our website at: www.taliskerclub.com to learn more.*

POSITION DESCRIPTION: **Communications Coordinator**

STATUS: **Full Time, Year Round**

WAGE: **\$27/hr**

REPORTS TO: **Communications Manager**

PURPOSE OF POSITION:

The Communications Coordinator plays a vital role in enhancing the Talisker Club brand and communicating its unique value proposition to Members and prospective Members. This position is responsible for developing and executing compelling communications across various channels, including print, digital, and social media. Reporting to the Communications Manager, the Coordinator will also provide critical support for large-scale initiatives, ensuring seamless execution of projects that elevate the Member experience. This role offers opportunities for professional growth and development, as well as collaboration across departments to support Club initiatives.

The ideal candidate is outgoing, organized, and goal-driven, with strong interpersonal skills and a willingness to work flexible hours, including evenings, weekends, and holidays, to support Club events and activities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Support the Communications Manager in planning and executing large-scale initiatives, such as Member surveys, department programming rollouts, and special projects.
- Design and/or edit Club flyers, menus, signs, table tents, and other collateral to support Club marketing efforts.
- Compose and/or edit messaging on behalf of the Club, ensuring proper style, voice, spelling, and grammar.
- Photograph/video Club events, activities, gatherings, etc., as part of the ongoing social media content generation process and for use in Club publications.
- Collaborate with department heads to keep content current and aligned with overarching communication goals.
- Assist various Club departments in designing and developing marketing materials as requested.
- Manage daily administrative tasks to support the Club and Communications department as needed.
- Keep current with Club offerings, amenities, and special events to ensure accurate representation across communications channels.
- Maintain and enforce the Club's graphics standards, logo, and visual identity brand.
- Assist with hiring freelance photographers, proofreaders, and designers when directed.



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- Monitor the effectiveness of communication strategies and provide insights or suggestions for improvement.
- Other duties as assigned.

POSITION REQUIREMENTS:

- Bachelor's degree in Communications, Journalism, Public Relations, Marketing, or a related field.
- Excellent written and verbal communication skills.
- Strong interpersonal and relationship-building skills.
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint are essential.
- Advanced Adobe Creative Suite skills (InDesign, Illustrator, Photoshop, Lightroom).
- Social media savviness: Understanding of various social media platforms (Facebook, Twitter, LinkedIn, Instagram, etc.) and how to use them effectively.
- Basic graphic design skills: Familiarity with tools like Canva or Adobe Creative Suite (Photoshop, Illustrator) is a plus.
- Proficient in Facebook/Instagram/YouTube for posting and managing content.
- Photography & videography skills are essential.

PERSONAL ATTRIBUTES:

- Outgoing and personable: Excellent interpersonal skills are crucial for building relationships with Members and coworkers.
- Organized and detail-oriented: The role requires managing multiple projects, deadlines, and tasks with meticulous attention to detail.
- Goal-driven and results-oriented: A strong drive to achieve marketing and communications objectives is essential.
- Proactive and self-motivated: Ability to work independently and take initiative to identify and address communication needs.
- Collaborative: Willingness to support team efforts and contribute to shared goals, particularly during large-scale initiatives.
- Passionate about the Club's mission: Alignment with Talisker Club's commitment to providing exceptional experiences for Members and guests.

BENEFITS AND PERKS:

- Medical / Dental / Vision / Health Savings Plan / Flexible Spending Account
- Life Insurance – Long- and Short-Term Disability
- Supplemental Insurances: Accident, Hospital Indemnity, Critical Illness
- Paid Time Off: Vacation & PTO Package; Designated Holidays
- 401(k) Retirement Plan and Employer Match
- Discretionary Bonas Program / Reward and Recognition Programs
- Employee Meal Program / Discounts on Retail
- Ski Passes & Golf Privileges

Interested candidates please visit <https://www.taliskerclub.com/careers/> and submit resume associated with position of interest.