

Clubs Manager

APPLICATION DEADLINE: MONDAY JANUARY 20, 2025

Note: We have extended the application deadline!

CreativeMornings is hiring a Clubs Manager

CreativeMornings is seeking a New York City based person with a passion for the creative community and strong skills in community management, event coordination, and operational support to help expand and manage our Clubs program. This is a Brooklyn based, full-time paid position.

What are Clubs?

CreativeMornings [Clubs](#) are small, informal gatherings where like-minded people come together to create, learn, and support one another. Clubs offer intimate experiences ranging from skill-sharing workshops, accountability groups, and creative sprints to conversation circles. They are safe spaces for peer-to-peer learning, friend making, and creative growth.

Our Clubs program, currently in its pilot phase, is being developed to scale globally, offering creatives worldwide the opportunity to host and join clubs in their cities.

Who are you?

You're a resourceful problem-solver with excellent communication and organization skills. You are a people-person through and through, you care deeply about creating engaging experiences and understand the value of sending excellently crafted emails and creating experiences that feel like a hug.

You care about fostering meaningful connections and understand the nuances of small group dynamics. You're detail-oriented, ensuring no club or host falls through the cracks and you're excited to help grow and scale the CreativeMornings Clubs program.

The ideal candidate for this role is NYC-based (non-negotiable) and lit up by the idea of working at least two days a week from our wonderfully communal home at [Friends Work Here](#) coworking space in Boerum Hill, Brooklyn.

Are you our person?

This role is equal parts entrepreneurial systems designer and heart-centered community builder.

As an entrepreneurial systems designer you:

- Are excited to take an idea and run with it. You believe that everything is "figure out-able".

- Appreciate (and have some experience with) the role UX and web platforms can play in community building and management at scale.
- Ability to adapt to a changing environment and handle multiple priorities, and remaining calm under pressure.
- Have a growth oriented mindset.
- Have experience launching and scaling initiatives.
- Communicate clearly, effectively and kindly.
- Naturally build strong and highly functional working relationships.
- Get excited about creating efficient and clear systems that remove barriers, keep you on track and move the organization's goals forward with momentum.
- Value giving and receiving clear, compassionate, constructive feedback.
- Are constantly looking to grow, improve, and develop in your role and in your life.
- A global mindset. You demonstrate true cultural sensitivity. *(Bonus points for fluency in other languages!)*

As a heart-centered community builder, you:

- Embody authenticity and kindness, and have a strong moral compass. You operate from a place of high integrity.
- Inherently understand the significance of the CreativeMornings mission and the importance of its values of generosity, optimism and collaboration.
- Value connection, gathering humans, and the power of community.
- Are curious, playful and open to seeing the joy and delight around us.
- Bring compassion and care to your decisions and communications.
- Have exceptional situational awareness and tact, (aka [Fingerspitzengefühl](#)) enabling you to navigate diverse scenarios with ease.
- You embody the belief that there's always a more loving, magical and creative way forward, inspiring others to join you on the journey.

Further, you will have:

- Familiarity with virtual platforms like Zoom, Slack, event management tools and community software will be essential.
- Strong client-service orientation and interpersonal skills.
- Attention to detail and strong project management skills, including the ability to consistently manage and keep track of multiple moving parts in a process.
- Creative thinking and analytical problem solving.
- Ability to collaborate effectively with a team.
- Authorization to work in the United States.

What you can expect

This is a unique opportunity to join CreativeMornings as we launch a new initiative to scale our Clubs program. You will work directly with [Exa](#), Head of Community, who will handle strategy and support you through the planning, rollout, and execution of Clubs' global expansion. As the first hire in this role, you will need bring the practical experience and skills necessary to figure out logistics, handle multiple moving parts, and ensure that the program runs smoothly —someone who can take charge and implement the

systems and workflows needed for the program's success and troubleshoot as the program evolves. You will need to be comfortable with ambiguity and change and excited about trying new things to improve the Clubs experience, but generally, your day-to-day will role will be to:

- Manage the regular operations of the Clubs program, ensuring smooth workflows for logistics, host communication, and event coordination through the CreativeMornings website, with a specific focus on efficiencies and scale.
- Maintain and optimize systems for Club submissions, tracking hosts, and ensuring quality experiences are maintained.
- Build relationships with Club hosts and participants, acting as the main point of contact for their needs and challenges.
- Support continuous improvement of the program by tracking and organizing attendance, monitoring engagement, and collecting and analyzing feedback.
- Work closely with the Head of Community to develop resources for Club hosts, including best practices for small-group facilitation, community-building, and virtual/in-person events.
- Onboard and manage Club hosts, providing support and guidance as needed.

Working at CreativeMornings is an opportunity to work in service of the global creative community. You are an ideal candidate if, in your heart, you believe that we collectively need to call in a more loving, more generous, more community-minded future.

CreativeMornings HQ is a small but mighty team and we support our employees by providing competitive market rate compensation, a generous vacation policy, and a range of benefits including health and dental insurance. We also offer an annual professional development stipend, Summer Fridays, and a 401k employee retirement plan.

The salary range for this role, dependent on your experience, is **\$65,000 to \$80,000**.

A bit more about us

[CreativeMornings](#) is the world's largest face-to-face, creative community. A beloved organization that gathers 20k creatives online and in-person in [244 cities and 70+ countries](#), every month, for free. Our events are volunteer-led and fueled by radical generosity. Since 2008, CreativeMornings has provided an accessible and loving place for creative communities around the world to meet-up: to learn, to connect, and to get inspired. In [this How I Built This episode](#) you can hear our Founder, Tina Roth Eisenberg talk about how she built this global community over the past 16 years.

Tina believes that [work should be a playground and school for your future self](#). She believes that work has the power to positively shape and impact society by creating an environment that is nourishing and makes its employees feel seen, appreciated, and heard. With this, companies have a responsibility to create a kind, joyful, professional environment; CreativeMornings is her living experiment to do just that.

We believe in diversity

Inclusivity is a core tenet of CreativeMornings. We convene spaces with the guiding principles from our manifesto: “Everyone is welcome” and that carries over to our workspace and hiring process. We are an equal opportunity employer and believe diversity at our company is not only a strength, but a superpower. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We welcome candidates from traditionally underrepresented groups to apply.

How to Apply

If this sounds exciting to you, wow us with an email to jobs@creativemornings.com with the subject line “Clubs Manager” and please include:

- A link to a short (one minute or less!) video of you explaining why you feel called to help shape the future of CreativeMornings, what you would uniquely contribute to this role, and how you foster community in your personal life.
- PDF versions of your resume and a one-page cover letter.
- A joke that makes you laugh.

Please also include your CreativeMornings profile link in your email to us, so we know that you’ve read the entirety of this job description. Don’t have one yet? You can [create one](#)!

This job posting will close at 6pm US-Eastern on **January 20, 2024**.

Photos from recent CreativeMornings Clubs

