



# Club Managers

Association of America®

1733 King Street • Alexandria, VA 22314-2720 • Phone: (703) 739-9500 • Fax: (703) 739-0124 • e-mail: [cmaa@cmaa.org](mailto:cmaa@cmaa.org) • Web site: [www.cmaa.org](http://www.cmaa.org)

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New York, NY 10036

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**TO: CMAA MEMBERS**

**FROM: CAREER SERVICES DEPARTMENT**

**RE: CAREER OPPORTUNITIES IN NEW ORLEANS**

As part of CMAA's Career Services Center at the World Conference on Club Management in New Orleans, LA, members will be able to take advantage of job posting boards. You may post any position – from general manager to internships – on the job boards at the on-site Career Services Center located within the highly-trafficked Member Services Pavilion. This service is free-of-charge.

If you are interested in posting a position for your club, please complete the form on the back of this memo and return it to the National Headquarters by **January 15, 2009**, or bring it with you to Conference and drop it off at the CMAA Career Services Center.

Another avenue for finding employees and interns at Conference is through the Career Opportunity Showcase at the New Orleans Morial Convention Center being held on February 6, 2009, from 12:30 to 2:30 p.m. This job fair is designed for club managers and CMAA student members to network and discuss prospective employment. Networking tables will be available for managers and students to conduct interviews. Last year, more than 50 clubs and over 350 students from around the world were present to network for internships and first-time employment.

Registration for clubs is not required but is highly encouraged. Entry forms can be found online, in upcoming issues of Outlook or by contacting the National Headquarters.

If you have any questions regarding either of these services, please feel free to contact Christian Thom, manager, Career Services, at (703) 739-9500 or via e-mail at [christian.thom@cmaa.org](mailto:christian.thom@cmaa.org).

# At-Conference CMAA Career Services Career Opportunities Posting Application

Position Available  General Manager/COO  Manager  Assistant Manager  
 Internship (title) \_\_\_\_\_  Other \_\_\_\_\_  
 Full-time  Part-time  Summer Only  Internship  Other  
 Summer  Semester  Year-round

Club Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Age of Club \_\_\_\_\_ Number of Members \_\_\_\_\_ Gross Dollar Volume \$ \_\_\_\_\_

Annual Food Sales \$ \_\_\_\_\_ Annual Beverage Sales \$ \_\_\_\_\_ Annual Dues Volume \$ \_\_\_\_\_

Golf Facilities \_\_\_\_\_ Number of Holes \_\_\_\_\_

Tennis Facilities \_\_\_\_\_  Indoor  Outdoor  Lighted

Swimming Facilities \_\_\_\_\_ Other Facilities \_\_\_\_\_

Dining Facilities \_\_\_\_\_

Short Description of the Club/Special Features \_\_\_\_\_

Club Open \_\_\_\_\_ Days per Week Club Open \_\_\_\_\_ Months per Year

Job Description \_\_\_\_\_

Experience or Background Required \_\_\_\_\_

Educational Requirements (if any) \_\_\_\_\_

Date Position Available \_\_\_\_\_ Salary \$ \_\_\_\_\_

Benefits \_\_\_\_\_

Housing Provided (Internships Only)  Yes  No

Name of Person Placing Advertisement \_\_\_\_\_

Will a Club Representative Attend Conference?  Yes  No

If so, Contact Information (i.e. cell phone) \_\_\_\_\_

Address to Mail Résumés after Conference (if different from above) \_\_\_\_\_

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