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## **CLUBHOUSE MANAGER PROFILE: BIG CANYON COUNTRY CLUB NEWPORT BEACH, CA**

### **CLUBHOUSE MANAGER OPPORTUNITY AT BIG CANYON COUNTRY CLUB**

Big Canyon Country Club is seeking an organized, dynamic, and highly visible Clubhouse Manager with a refined passion for hospitality, a demonstrated record of food and beverage excellence, and a proven ability to lead high-performing teams. This leader will bring warmth, visibility, and professionalism to the Club, with the ability to thoughtfully fine-tune an already premier member experience. The ideal candidate is equally comfortable engaging members throughout the Club and maintaining a visible, hands-on presence across the operation with confidence, energy, and attention to detail. A true food and beverage leader, this individual will serve as a creative force behind the dining program, banquet execution, service culture, and ongoing enhancement of the Club's social experiences. As a strategic partner to the General Manager, this individual will help ensure a seamless, welcoming, and consistently elevated clubhouse experience. This opportunity is especially appealing to a talented leader motivated to continue growing professionally within a culture that values mentorship and leadership development. Big Canyon Country Club has a strong track record of preparing successful Clubhouse Managers for future General Manager opportunities.

Equally important is the ability to inspire and organize a high-performing team through clear expectations, thoughtful structure, and daily accountability. The successful candidate will be a people-focused leader who develops talent, fosters strong cross-departmental collaboration, and creates a culture grounded in hospitality, teamwork, and consistent execution. A strong commitment to training, coaching, and staff development is essential, as is the ability to elevate standards through education and accountability. Strong financial discipline, emotional intelligence, and the ability to balance tradition with innovation are essential. Located in the heart of Newport Beach, the Club seeks a leader who appreciates high expectations and is energized by continually refining service standards, enhancing the social atmosphere, and delivering exceptional experiences for members and guests.

[Click here to view a brief video about this opportunity.](#)

### **ABOUT BIG CANYON COUNTRY CLUB**

The quintessential California seaside town of Newport Beach is home to Big Canyon Country Club (Big Canyon or BCCC). The original golf course, designed by Robert Muir Graves, was opened in 1971, and the clubhouse one year later. In 1998, the course underwent a renovation led by John Harbottle III, a disciple of Pete Dye, and a new 19,000 sq.ft. turf center opened in 2019. In 2006, the clubhouse was razed, reopening in 2009 with an extraordinary 70,000 sq. ft. clubhouse complex that includes multiple dining and meeting areas, fitness/wellness and event space, along with beautiful aquatics and racquets spaces. The Club has a strong history of commitment to continuous improvement. The most recent projects include the addition of a Pilates studio, four pickleball courts, a childcare area, and a \$4M renovation of the bar and casual dining areas.

Presently, the Club is undergoing one of its most ambitious projects yet: a full-scale golf course renovation led by renowned architect Andrew Green, which began in August 2025 and is expected to be complete in the fall of 2026. This transformative effort has had the full backing of the membership and will usher in a new era of championship-level golf at Big Canyon.

Today Big Canyon offers a full slate of member activities and amenities that include golf and golf instruction, family events, a la carte and banquet dining, childcare, Cotillion and summer camp, fitness and group exercise, spa services and hair salon, aquatics including swim team, tennis and pickleball in addition to a car wash and vehicle charging stations. The Club's comprehensive wine program has become a signature element, and the Club is fortunate to have a talented staff dedicated to the food and beverage amenity, which is tremendously active and supported.

In its 50+ year history, the Club has hosted sixteen state and regional championships, as well as numerous USGA events, including U.S. Open Qualifiers, the 2000 U.S. Women's Mid-Amateur Championship, and the 2014 U.S. Senior Amateur Championship. The 2022 California Amateur was held at Big Canyon as well.

The Club has a long history of commitment to supporting its members and staff experiences, along with a strong organizational chart, necessary HR and Communications support, administration, etc. The camaraderie among the members, their strong support for the Club, and the dedication of many member volunteers within a vibrant committee system contribute to the exceptional environment at Big Canyon.

### **BIG CANYON COUNTRY CLUB BY THE NUMBERS**

- Approximately 1,015 memberships in various categories with an extensive waiting list.
- Initiation fee floats - recent average full membership sale price - \$400,000
- Annual dues for Full Membership - \$23,520
- No Annual F&B Minimum - \$95 monthly advanced dining charge
- Approximately 39,000 rounds of golf with no outings
- Gross Revenues of approximately \$35 Million
- Annual Dues Revenue of approximately \$18 Million
- F&B Volume – approximately \$9.4 Million with most of that from ala carte dining
- Gross Payroll – approximately \$16 Million/Taxes & Benefits \$3.5 Million
- Employees: Full-time Annual – 285, Summer - 320
- Average age of membership – 64
- There are a total of 10 Board Members, each serving three-year terms (potential for a 4th year as president)
- There are 15 standing committees including: Finance, Golf Activities, Green, House, Legal and Insurance, Long Range Planning, Membership, Recreation, Scholarship, Slope and Boundary, Tournament, and Traditions. Sub-committees include Wine, Junior & Youth Activities, and Art
- The Club uses Pacesetter for a member communication interface
- The Club uses Club Essential for its accounting and POS

**BIG CANYON COUNTRY CLUB WEBSITE:** [www.bigcanyoncc.org](http://www.bigcanyoncc.org)

### **CLUBHOUSE MANAGER – POSITION OVERVIEW**

The Clubhouse Manager is a critical leadership role responsible for overseeing Food and Beverage, Banquets and Events, Member Services, Communications, Valet, and Locker Rooms. Reporting directly to the General Manager, the Clubhouse Manager will help ensure seamless daily operations, strong interdepartmental coordination, and consistent execution of the Club's service standards. In close partnership with the Executive Chef, this leader will serve as a creative force behind the Club's food and beverage program, helping shape exceptional dining experiences, member events, and innovative offerings that align with the Club's culture and expectations. The Clubhouse Manager will also work closely with and support the House Committee, ensuring strong communication, thoughtful follow-through, and alignment on clubhouse priorities, while maintaining full fiscal accountability for departmental budgets, performance, and financial results.

This position offers the opportunity to work closely alongside a highly respected General Manager with a demonstrated record of mentoring Clubhouse Managers who have gone on to become General Managers at other clubs. As such, the role is especially appealing to a dynamic hospitality professional who is driven to grow, expand leadership capabilities, and prepare for future executive opportunities.

### **INITIAL PRIORITIES OF THE NEW CLUBHOUSE MANAGER**

- Listen, learn, and observe. Become familiar with the Club's culture, history, and traditions, and get to know the team and its members.
- Gain the trust of team members, as well as evaluate and continue to develop, train, and mentor the food and beverage and catering team while promoting fairness and consistency within and upholding standards of excellence.
- Continue to focus on delivering consistency and the highest quality in member experiences and service.

- Evaluate service standards and operational efficiency throughout the Clubhouse, ensuring that member expectations are being met and exceeded. Make changes as needed to enhance the member experience.
- Become familiar with and take ownership of the food and beverage and appropriate departmental operating budgets, ensuring that revenues and expenses are in line with projections while upholding standards of excellence and being a financial steward.
- Generate new and innovative programming and ideas to benefit the Club and its members and employees, including implementing state-of-the-art industry technology as needed.

### **CANDIDATE QUALIFICATIONS**

The ideal candidate will either be a successful, highly visible hospitality professional at a club or other luxury hospitality environments known for exceptional experiences or be viewed as a club management “up-and-coming superstar” in a top-tier club.

- Proven experience in food and beverage leadership within luxury hospitality or private club environments
- Highly creative and innovative leader with the ability to continually refresh dining experiences, member events, programming, and service offerings while respecting the Club’s culture and traditions.
- Well organized with exceptional attention to detail and strong task management skills
- Demonstrated ability to streamline processes and enhance operational efficiency
- Strong foundation in Food & Beverage operations, including the ability to capture and analyze data to track key performance indicators (KPIs)
- Motivated to grow under the mentorship of an experienced GM with a clear path toward a future General Manager role
- Accountable and hands-on leader who inspires high performance and follows through on commitments
- Adept at balancing high service standards with fiscal responsibility and operational discipline
- Strong interpersonal and communication skills; confident when engaging with members, staff, and committees
- Able to cultivate a culture of learning, accountability, and operational excellence
- Comfortable leading in high-expectation environments with visibility to members and stakeholders
- Experience managing and developing high-performing teams through mentoring, training, and leadership
- Able to thrive in a dynamic, fast-paced environment while prioritizing competing demands effectively
- Technologically proficient with experience using systems to monitor, report, and improve service delivery

### **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- A bachelor’s degree is preferred, with a focus on Hospitality Management.
- Substantial private club or hospitality experience will be considered in lieu of the degree.

### **EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all hired employees must verify their identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

### **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package, including association membership. Salary Range: \$175,000 - \$200,000.

### **INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter in the order listed using the link below. When prompted for them during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Mr. Jeremy Samson, General Manager**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Big Canyon Country Club and the Newport Beach, CA area will benefit you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible, but no later than June 1<sup>st</sup>. Candidate selections will occur early June, with the first Interviews expected in June and the second interviews a short time later. The successful candidate should assume their role as soon as possible.**

**IMPORTANT:** Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - Big Canyon”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Alice Stevens: [alice@kkandw.com](mailto:alice@kkandw.com)

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