

CITY OF HARRISONBURG
invites applications for the position of:

Special Events Manager

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$26.29 - \$30.23	\$2,103.20 - \$2,418.40	\$4,556.93 - \$5,239.87	\$54,683.20 - \$62,878.40

OPENING DATE: 09/04/19

CLOSING DATE: 09/27/19 05:00 PM

DESCRIPTION:



The City of Harrisonburg Parks and Recreation Department is recruiting a Special Events Manager with experience managing all aspects of special events, including development, planning, preparation, and execution. The focus of this position is coordinating with proper stakeholders to ensure City standards are followed, ensuring special event safety, and identifying industry trends to ensure unique experiences for event participants.

The Special Events Manager will:

- Manage the Special Event process, procedure and documentation on behalf of the City of Harrisonburg, including serving as the lead of the Special Event Review Team and evaluating facility applications for determination that use is classified as a Special Event;
- Coordinate all aspects of special events with department and City staff, outside agencies/organizations, and individuals, including but not limited to, plans for safety and security, crowd control, insurance, and obtaining any necessary licenses, permits, equipment, signage and barricades to provide a safe environment for patrons while maintaining the highest level of customer service;
- Plan, organize, promote and implement a variety of annual special events and special promotions that are consistent with the philosophy and values of the Parks and Recreation Department and City of Harrisonburg;
- Identify issues, develop solutions, and recommend solutions before any issues become larger problems that could potentially impair the department's ability to operate safely and effectively;
- Develop and implement division goals and objectives to best serve the needs of residents, citizens, and potential visitors;
- Develops a departmental marketing plan in conjunction with the Marketing Coordinator;
- Perform all supervisory duties for employees and assigned volunteer positions, including but not limited to, interviewing, hiring, training, directing work, and evaluating performance, rewarding, and disciplining.
- Resolve conflicts that may arise between employees, customers and/or participants, officials or media representatives;
- Create and present a divisional budget and assist the Director or her designee in the overall budgeting process, as needed;
- Maintain accountability for all revenue transactions, reports, reconciliations and expenditures.

Physical Requirements: This is light work requiring exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently; position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing and crouching; worker is subject to inside and outside activities with no effective protection from weather changes; visual acuity is required to inspect equipment and perform routine maintenance tasks; worker is subject to atmospheric conditions, job hazards and noise; work requires hearing sufficient to accurately perceive information at normal spoken word levels. The worker is subject to both inside and outside environmental conditions.

Minimum Requirements:

- Bachelor's degree with coursework in Parks and Recreation, Communications, Marketing or related field and considerable experience in planning, implementing and supervising community/special events, budget management and marketing techniques and practices, or an equivalent combination of education and experience.
- Possession of CPR/AED/First Aid certification or the ability to obtain within six months of hire;
- Availability to work a flexible schedule, including nights, weekends, and holidays;
- Valid driver's license.

The ideal candidate should have thorough knowledge of current trends and best practices in the delivery of community special events, facility management, communication, marketing and the physical operation of the presentation of a special event and the equipment used.

The Special Events Manager position requires the ability to:

- Efficiently schedule and coordinate use of facilities;
- Prepare reports;
- Communicate effectively, both orally and in writing;
- Plan and supervise the work of employees and volunteers;
- Establish and maintain effective working relationships with coworkers, the general public, associates and with the activity participants;
- Serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the Mission, Vision and Values of the City of Harrisonburg and the Harrisonburg Parks and Recreation Department;
- Develop innovative and creative solutions to issues consistent with the Mission, Vision and Values of the City of Harrisonburg and the Harrisonburg Parks and Recreation Department.

Successful applicants for this position must satisfactorily complete a criminal background check, drug screening, credit history review, and DMV record review.

Application Deadline: All candidates must submit a complete City of Harrisonburg online employment application by 5:00pm EST on September 27, 2019 in order to be considered.

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5173 - (Sept 2019)
SPECIAL EVENTS MANAGER
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
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