



Job Description

Position Title:	Events Manager
Department:	Community Relations
Reports to:	Assistant Village Administrator
FLSA Status:	Exempt
Status:	Regular Full-Time
Grade:	VIII
Hours of Work:	Dayshift office hours with frequent evening and weekend work

Statement of Duties

Position is responsible for organizing and execution of special events, as well as supporting marketing efforts for events. Position requires the exercise of discretion and independent judgment regarding establishing new events and maintaining traditional ones including significant authority over the scheduling of various performances and other events for the community. Work includes planning and overseeing various special events and representing the Village at various community and business functions.

Supervision and Responsibilities

Employee functions independently, referring specific problems to the supervisor only where clarification or interpretation of Village policy or procedure is required. Employee is responsible for the coordination and management of special events using independent judgment and discretion while employee plans, prioritizes, and carries out work in accordance with established goals and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Employee may have access to confidential information. Errors may result in event problems or execution, impair the Village's image and/or result in financial loss.

Employee does not exercise any supervisory responsibilities over full-time employees. Employee may provide supervision and direction to seasonal or volunteer employees.

Job Environment

Position has constant interaction with co-workers, the general public, groups, and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, volunteers and the news media. Relationships with co-workers and the general public involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

1. Plans and manages Village-hosted events, including securing contractors, vendors, locations, promotion opportunities, and coordinating volunteers. Identifies and recruits event sponsors. Recommends modifications to events to ensure overall financial viability of events.
2. Manages the Village's sponsorship program, including negotiating sponsorship and donor deals. Promotes and manages amphitheater rentals.
3. Represents the Village to the community in a variety of forums and events in a manner that advances the Village's strategic objectives and messaging. Acts as liaison between the community's and Village's interests. Advocates for the Village's priorities and policies with tact and judgement.
4. Monitors revenues and expenses for each event to ensure each is successful and achieved within budget. Negotiates prices and follows Village policies.
5. Supports community events hosted by other organizations as needed by the Village, including arranging Village support for events as appropriate and coordinating the Village's representation and participation in the event.
6. Coordinates certain events with other governmental agencies, non-profit community organizations, private corporations, and/or independent contractors.
7. Serves as the staff liaison to the Village's Cultural Arts Commission.
8. Assists in the Village's communication and marketing efforts, as needed.
9. Performs similar or related duties as assigned.

Physical and Mental Requirements

Employee works in a general office environment and sometimes works outdoors at events as required. Employee may occasionally face mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee is required to stand, walk, sit, talk, listen, and use hands while performing duties. During events, employee may be required to stand, walk, talk, listen and use hands for an extended duration of time. Normal vision is required for this position. Employee may regularly be required to lift objects up to 10 lbs., and occasionally lifts up to 30 lbs. Equipment operated includes office machines and computers.

Occupational Risks

Duties generally do not present occupational risk. Minor injury could occur, however, through employee failure to properly follow common safety precautions or procedures.

Education and Experience

A candidate for this position should have a bachelor's degree in Event Management or a related field; a minimum of three-five years of experience in event planning and execution, or an equivalent combination of education and experience. Municipal experience is preferred.

Required Certifications

- Valid Illinois driver's license

Key Knowledge and Skills

- Municipal operations
- Special event planning and coordination
- Budget management
- Marketing concepts and principles
- Modern office practices and procedures
- Communication
- Customer service
- Problem-solving abilities
- Attention to detail