



## Job Description – Event Manager

Location: Whitestown, IN

Full/Part Time: Full Time

Reports to: Parks Director

Wage (Hourly/Salary): NTE; \$55,000/year

### **Job Purpose:**

Under general direction, assists in the planning, coordination, and management of the Parks & Recreation Department events; coordinates with other Departments, Boards and Commissions to ensure programs meet the Town's goals and objectives.

### **Essential Duties and Responsibilities:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages event coordinators.
- Manages departmental programs, services, and personnel as assigned by the Department Director.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Identifies opportunities for improvement and presents recommendations to the Director; manages the implementation of operational improvements and monitors the effects of the changes.
- Attends meetings of boards and commissions as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in recreation programs.

- Provides advice and counsel to the Director; prepares and presents staff reports and other communications on Department activities and plans.
- Represents the Parks & Recreation Department at local and regional meetings as assigned and makes decisions and commitments within scope of authority.
- Selects, trains, motivates, and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies.
- Works closely with other Town departments and employees to ensure events meet the Town's overall vision.
- Coordinate events with all necessary local, state, and federal agencies.
- Maintains the absolute confidentiality of all records and information.

### **Education, Knowledge, and Skills:**

- Bachelor's Degree from an accredited college or university with major coursework in Parks and Recreation Administration, Business Administration, Public Relations, Event Management or a related field or five years of increasingly responsible professional experience in a related field or equivalent combination of education and experience
- Knowledge of Town organization, operations, policies, and procedures.
- Knowledge of State and Federal statutes, rules, codes, regulations and resources for Recreation programs and events.
- Knowledge of Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, and employee supervision.
- Knowledge of Policies, rules and regulations governing the conduct and safety of parks and recreation programs and facilities.
- Knowledge of Record keeping and file maintenance principles and procedures.
- Assessing community needs and developing, coordinating, and conducting recreation programs and activities.
- Planning, organizing, and coordinating the work of professional, technical, clerical, and volunteer personnel.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with Town employees, officials, and representatives from other local, state, and Federal agencies.
- Using effective verbal and written communication.

### **Physical Demands/Work Environment:**

Work is performed outdoors and in a standard office environment.

The incumbent must be able to:

- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone.
- Occasionally kneel/crawl, twist/bend/stoop/squat, and lift/carry/push/pull heavy objects.
- Travel and work some evenings and weekends.

Please send applications and resumes to Katie Barr @ [kbarr@whitestown.in.gov](mailto:kbarr@whitestown.in.gov)