



The City of Gatlinburg is accepting applications for employment for the following position: Event Manager

JOB PURPOSE:

Performs difficult technical work coordinating and supervising events in the convention center. Activities associated with the job include serving as a contact with event clients, ensuring compliance with event contracts, securing details pertaining to room set-up and schedules and ensuring that all arrangements meet the needs of clients. Work is performed under the regular supervision of the Building Manager. Hours for this position will vary and will include night and weekend shifts.

ESSENTIAL FUNCTIONS:

Serves as the primary contact with event clients and ensures compliance with event contracts. Secures details pertaining to room set-ups and schedules and ensures that all arrangements meet the needs of clients.

QUALIFICATIONS:

Graduation from an accredited high school supplemented with additional training and experience in business administration or related field; considerable experience in managing public events and activities; good organizational and customer service skills.

Please read the attached job description for additional information

SPECIAL REQUIREMENTS:

Possession of an appropriate TN driver's license.

Hours vary and may include evening and weekend work

The current starting pay for an Event Manager is \$34,859.

A post-offer background, drug screen and physical is required for all positions.

Applications accepted until position is filled.

Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at www.gatlinburgtn.gov. No phone calls please.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

Event Manager

Nature of Work

This is difficult technical work coordinating and supervising events in the convention center. Activities associated with the job include serving as a contact with event clients, ensuring compliance with event contracts, securing details pertaining to room set-ups and schedules and ensuring that all arrangements meet the needs of clients. Additional activities include coordinating services for decorating rooms and exhibit halls, audiovisual equipment and food services, ensuring that client groups comply with building requirements and preparing and maintaining client files. Job responsibilities require thorough knowledge of contracts and agreements related to booking entertainment events, trade shows and conventions, thorough knowledge of convention and public assembly terms and conditions, thorough knowledge of public assembly building operations, general knowledge of business management and accounting practices and manpower scheduling and strong organizational, interpersonal and decision making skills. Job performance is evaluated by the Building Manager through review of the effectiveness of event planning and coordination activities, knowledge of the principles and practices of convention and trade show activities and organizational, interpersonal and decision making skills.

Illustrative Examples of Work

- Serves as the primary contact with event clients and ensures compliance with event contracts.
- Secures details pertaining to room set-ups and schedules and ensures that all arrangements meet the needs of clients.
- Coordinates services for decorating rooms and exhibit halls, audiovisual equipment, security and food services.
- Ensures that client groups comply with building requirements.
- Prepares and maintains client files, records and related information.
- Assists with the overall planning and coordination of events and event services.
- Directs the activities of event service workers assisting with scheduled events and activities.
- Ensures the proper staffing and support services to meet clients' needs and expectations.
- Notifies the appropriate personnel in the event of unanticipated events and/or situations.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school supplemented with additional training and experience in business administration or related field; considerable experience in managing public events and activities; thorough knowledge of contracts and agreements related to booking entertainment events, trade shows and conventions; thorough

knowledge of convention and public assembly terms and conditions; thorough knowledge of public assembly building operations; general knowledge of business management and accounting practices and manpower scheduling; strong organizational, interpersonal and decision making skills or any equivalent combination of education or experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of contracts and agreements related to booking entertainment events, trade shows and conventions
- Thorough knowledge of convention and public assembly terms and conditions.
- Thorough knowledge of public assembly building operations.
- Considerable knowledge of business management and accounting practices and manpower scheduling.
- Considerable knowledge of health, safety and occupancy codes and ordinances pertaining to convention center operations and activities.
- Ability to effectively supervise and direct the activities of assigned personnel.
- Ability to establish and maintain effective working relationships with associates, contractors, service providers and the public.
- Ability to prioritize and organize personal time and activities to ensure the timely delivery of services required to support events and activities.
- Ability to prepare and maintain records, files and related documentation in an organized and accessible manner.
- Skill in coordinating and organizing a variety of services and activities and meet established contractual obligations.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, pulling, pushing, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions and noise.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers license and the ability to be insured at standard vehicle liability rates.

Gatlinburg Tennessee
FLSA – Non – Exempt
06/30/2006