



Special Events Manager

City of O'Fallon Parks & Recreation Dept.

Contact Name: Patrick Christensen
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Contact Phone: 618-624-0139
Closing Date: 2024-04-25
Salary: \$58,000/yr

Description:

POSITION FOCUS

Responsible for planning, promoting, implementing, and supervising special events, programs, and services, including but not limited to: The Vine Street Market, monthly Downtown District Events, and coordinating events located at the Performing Arts Stage in Community Park. Duties include arranging all entertainment and vendors, overseeing volunteers, administering contracts and agreements, promoting and marketing the events, staffing and obtaining in-kind sponsorships and donations. This position will also act as a liaison between local community groups and the Parks and Recreation department.

MANAGERIAL RELATIONSHIPS

Reports to the Director of Parks and Recreation and manages part-time seasonal staff. Also coordinates with the maintenance staff.

ESSENTIAL JOB DUTIES

- Provide administrative support, information, and direction to employees, the public, and other departments regarding city special event activities such as the Vine Street Farmers Market, Downtown District events, and Performing Arts Stage events.
- Represent the department on citywide committees.
- Develop and administer on-going marketing plans and strategies to promote events and activities of the city.
- Prepare annual budget projections and monitor revenue and expenses for applicable program areas.
- Prepare bi-weekly payroll and submit it to the Parks and Recreation Director on a timely basis.
- Provide seasonal program guide information and publicity materials.
- Work closely and collaboratively as a team with all city departments and the Downtown District.
- Hire, train, supervise, and evaluate part-time employees.
- Perform the job safely and in compliance with city policies, procedures, safety rules, and the employee handbook.

MARGINAL JOB DUTIES

- Provide orientation and training to staff.
- Attend professional conferences and workshops to improve knowledge and for continuing education.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of the principles and practices of safe food handling, CPR, and first aid.
- Knowledge of the principles, practices, and objectives of the Parks and Recreation administration.
- Ability to cooperate with and interpret city philosophies in relation to governmental, public/private groups and agencies, and to the general public.
- Ability to work harmoniously with fellow employees, patrons, community groups, and other units of local government.
- Ability to work independently in day-to-day operations with general direction from the Superintendent of Recreation.
- Capacity to be self-motivated and achieve goals with minimal supervision or direction.
- Ability to stand for long periods of time, bend, stoop, lift, and pull up to 50lbs.
- Ability to work in all weather conditions.

EDUCATION, EXPERIENCE, AND TRAINING

- BA/BS in Parks and Recreation, or closely related field from an accredited university, or any equivalent combination of education, experience, and training.
- Valid Illinois Class "D" Driver's License.

HOURS

- Sunday through Saturday, 40 hours a week, a combination of evening and weekend hours required on a weekly basis, with work hours designated by the Superintendent of Recreation.
- Employee is considered to be on duty whenever the need exists.
- Employee shall be on call as needed.

BENEFITS OFFERED

- Medical, dental, and vision coverage along with life insurance.
- Pension plan (IMRF and IMRF Voluntary Contribution).
- Paid holidays, vacations, sick, and personal days.

APPLY

Visit www.ofallon.org to apply.