



## Special Event Manager

Wheaton Park District

**Contact Name:** Margie Wilhelm

**Contact E-mail:** [mwilhelmi@wheatonparks.org](mailto:mwilhelmi@wheatonparks.org)

**Contact Phone:** 630-510-4984

**Closing Date:**

**Salary:** \$61,625.00 - \$92,438.00, DOQ

### Description:

#### The Agency

The Wheaton Park District (WPD) was established by the citizens of Wheaton in 1921 and has a rich history of elevating the quality of community life through its parks, facilities, programs and services. Today, citizens enjoy active and passive parks owned and leased by the district across fifty-four (54) sites totaling nearly 900 acres. Recreational facilities owned and/or operated by the District include the Ray Morrill Community Center, Parks Plus Fitness, Central Athletic Complex, Northside Park Family Aquatic Center, Rice Pool and Water Park, Arrowhead Golf Club, Lincoln Marsh Natural Area, Mary Lubko Center, Memorial Park Bandshell, Clocktower Mini Golf Course and Skate Park, Cosley Zoo, and DuPage County Historical Museum. The Wheaton Park District is an Illinois Distinguished Accredited Agency and is a recognized leader in the delivery of parks and recreation services in Illinois. WPD is a four-time winner of the NRPA Gold Medal Award for excellence in the field of park and recreation management.

#### District mission, vision and core values

**Mission:** To create vibrant, welcoming spaces and activities that inspire fun, foster connection, strengthen the community, and enrich well-being for all.

**Vision:** To be the community leader in offering fun and inclusive experiences inspired by nature, powered by creativity, built on collaboration, and guided by integrity.

**Values:** Community, Respect, Excellence, Adventure, Teamwork, Equity

#### Position Description and Key Responsibilities

The district is seeking a skilled Special Event Professional to coordinate and deliver a diverse portfolio of community events. Working closely with the marketing team and other agency departments, this individual will manage event planning, logistics, promotions, budgeting, revenue targets, on-site execution, and post-event review. The annual schedule features community festivals, a summer concert series, 5K races, and additional events as assigned.

**Reporting Relationships:** The Special Event Manager reports to the Director of Marketing. The Special Event Manager has two (2) direct reports including Special Event Coordinator and Special Event Assistant in addition to approximately 12 summer seasonal part time staff.

### **Required Education, Qualifications, Knowledge, Skills and Abilities**

Minimum of a bachelor's degree from a four-year college or university with concentration in business, hospitality, marketing, communications, special event management, recreation administration, or related field. A background in community event planning and execution with a minimum of five (5) years' experience in marketing management, public and media relations, and event planning/management. Experience with Microsoft Office Suite, methods of mass distribution via email, event and ticketing software and social media knowledge required. Must be able to lead, manage, and motivate assigned staff. Must have great problem solving, analytical, organizational, interpersonal, and written and verbal communication skills. Must be able to multi-task and work calmly and effectively under pressure. Must be willing to work evenings and weekends for after-hours special events and board meetings. Evidence of a commitment to continuing education and professional development preferred.

### **Essential Functions**

- Design, manage, and execute special events for facilities to include event permitting, budgets, EMS plans, and on-site logistics. Events include, but are not limited to the Cream of Wheaton Festival, Summer Concert Series, Superhero Fun Run, Shakespeare in the Park, Cosley Zoo Run for the Animals, Reindeer Run, and other events as assigned.
- This position must maintain a positive relationship and work closely with community partners, event entertainers, vendors, volunteers, city departments, public and community agencies as required to facilitate events.
- Create sponsorship materials and secure sponsors for facilities and special events.
- Work with special committees to coordinate promotion of special events and volunteer recruitment.
- Work with vendors on marketing and special event materials, following through proofs, printing, and delivery.
- Represent and maintain professional and positive relations with the media.
- Distribute printed materials as necessary in a timely manner as it relates to special event timeline.
- Manage and record event revenue and expenses.
- Collaborate with other departments and divisions within the district.
- Work closely with graphics and web staff to maintain and update materials and content on website in a timely manner.
- Hire, train, manage, lead, coach, direct, schedule, evaluate, and provide feedback for assigned staff to ensure efficiencies in department operations and to make sure it is run in accordance with District policies and procedures as well as the Department of Labor Laws.
- Contribute to a feedback rich environment.
- Provide high quality customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
- Follow Wheaton Park District policies, procedures, and guidelines.
- Proactively support the Districts Mission, Vision, and Values.
- Strive for continuous improvement of systems and self.
- Maintain good safety awareness and follow all safety guidelines and procedures.

### **Required Certifications, Licenses, etc.**

Must have and maintain: a valid driver's license with acceptable driving record; BASSET certification; and CPR/AED certified or obtain within 30 days of employment. Any related professional certifications

are preferred.

### **Physical Demands**

This position must be able to remain in a stationary position for long periods with frequent repetitive hand/arm movements such as when working on a computer. This position must also be able to occasionally move objects such as event supplies, tables, etc. weighing up to 50 lbs. and rarely over shoulders and head weighing up to 50 lbs. Occasionally this position will be required to spend long hours on your feet and move about at indoor and outdoor events, etc.

### **Environmental Demands**

Must be able to: work in a standard office setting; and tolerate all weather conditions while traveling to other facilities and at outdoor special events.

### **Compensation & Benefits**

The Wheaton Park District offers a highly competitive compensation that is commensurate with a candidate's prior experience and accomplishments and has a very comprehensive and attractive benefits package.

### **Position Salary Range**

Min Mid Max

\$61,625 \$77,032 \$92,438

### **Benefits**

- Health (HMO, PPO, or HSA), with very low employee contribution for employee, spouse, and dependents.
- 100% employer paid dental insurance for employee, spouse, and dependents.
- 100% employer paid vision insurance for the employee.
- 100% employer paid life insurance at 1.5 times your annual salary.
- Health insurance waiver incentive up to \$4,500 per year.
- FSA and Dependent Care pre-tax via payroll deduction.
- Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.
- Paid time off includes 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.
- Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.
- Tuition Reimbursement, discounts on merchandise, and professional memberships.

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/07fab6fb-fdc0-8e4a-105a-73cc3df3312a/apply?source=3606555-CS-26822>

**The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V**