

Facility Project Coordinator
and Park Department Supervisor

Responsibilities:

- Promote, market, and rent public event spaces including Downtown Park, Farmer's Market, Ball Fields, and City Pool.
- Manage/Lead event operations for city sponsored events, especially Farmer's Market/City Pool/ and Ball Tournaments
- Act as a liaison between Mayor(City Hall) and Event Sponsor for all Events held in downtown park including but not limited to :
 1. Spring Arts in the Park
 2. Labor Day Barbeque
 3. Paws in the Park
 4. Builder's Showcase
 5. Trout Festival
 6. Blue's and Barbeque Festival
 7. Winter Chili Cook-off and Ice Sculpting
 8. Fall Arts in the Park
- Coordinates and Communicates with Chamber of Commerce in Promoting and Cross referencing events as not to duplicate dates
- Coordinate with City Police Department/Office Personnel/Street / and any others needed to facilitate events
- Oversee events and daily scheduling of park employees including part time seasonal such as lifeguards
- Manage the Request for Proposal (RFP) process and responses for events
- Assist with program communication to maximize results
- Assist with creating project plans and ensure projects meet deadlines
- Working closely with Event lead to bring vision to life
- Assisting in establishing realistic budgets
- Write Press Releases and communicate with Press
- Write Marketing Copy for City Website and Social Media platforms
- Interact with Vendors in an effort to promote City owned properties for public use
- Assist in Grant writing Park, Farmer's Market, and pool projects

Qualifications

Must have extreme attention to detail and be highly organized

Must be able to work non-traditional schedule that includes nights, weekends, and holidays

Works well under pressure

Strong team player

Strong written and verbal communication skills

Creativity, flexibility and initiative

Good telephone and public contact skills

Experience preferred

Bachelor's Degree preferred

Possible Dual role with DDA responsibilities