Events and Recreation Manager

- 17-Nov-2020 to 04-Dec-2020 (MST)
- Herriman, UT, USA
- DOE
- Salary
- Full Time

Full-time Benefits (Insurance available the 1st month after hire date), 401k matching, URS pension, vacation/sick/holiday pay

This position may close at anytime based on the numbers of qualified applicants.

Come and be part of a Top Place to Work according to the SL Tribune! Herriman City is a dynamic place to enhance your career and be part of a great culture. We are looking for an Events and Recreation Manager who can keep moving our department forward with new ideas that will enhance the great foundation already in place. Our Events Department coordinates great City events such as Fort Herriman Towne

GENERAL PURPOSE

Manages City sponsored events, community events and recreational activities. Coordinates, organizes, promotes, plans and executes all city events to meet the goals and direction of the City. Works with City leadership to provide events that build a sense of community pride.
ESSENTIAL FUNCTIONS

• Responsible for and manages the production of City events from conception through completion. Ensures contracts are in place, safety regulations are followed and events are carried out within the budget provided. Manages Event staff and volunteers to ensure successful events.

• Works with Communications Department to produce marketing plans to inform the public of events and activities. Ensures accurate marketing materials and communications for events.

• Coordinates and plans with volunteer City Committees to help organize community sponsored events and coordinates City resources as needed.

• Develops, implements and tracks a comprehensive fundraising plan. Solicits monetary and in-kind donations that includes major gifts, direct marketing and community event components to offset direct costs and achieve the City’s fundraising goals.

• Coordinates with sponsors and potential sponsors providing written fundraising materials including brochures, funding proposals and letters to major supporters.

• Manages and coordinates all Event requests. Ensures all State, County and local ordinances and insurance requirements are adhered to prior to approval. Prepares and monitors rental agreements for all Events. Communicates with City Departments, Fire and Police agencies and other partners. Ensures availability of facilities and schedules appropriate City staffing.

• Regularly attends and meets with internal and external community groups, and other volunteer based groups. Ensures open communication and a positive relationship with resident organizations.

• Coordinates field rentals for various sports leagues.

• Prepares and monitors rental agreements for all parks, playgrounds, pavilions, arenas, etc. Ensures policies are followed and safety/insurance requirements are meet.

• Conducts facility tours for prospective users when requested.

• Plans and manages the required start up monies for ticket sales. Coordinate with fiscal staff to ensure proper cash handling procedures.

• Ensures the maintenance and cleaning of all City parking lots, restrooms and general facilities preceding, during and after events. Manages the preparation of fields and arenas as event need demands.

• Maintains, edits and submits time sheets for departmental payroll; monitors over-time, vacation and sick leave records.

• Provides recommendations and justification of projections of department needs related to personnel, equipment, materials and budget.

• Prepares and submits the department budget; prepares projections of department needs and personnel related to events; predicts growth on existing systems, analyzes and tracks maintenance and department costs; formulates and implements plans for maintenance and orderly development.

• Coordinates and manages interior and exterior holiday decoration displays in public areas.

• Plans, oversees and facilitates the City's participation in community parades to include the budgeting, construction, maintenance, scheduling and transportation of the City float.

• Performs all other duties as needed or assigned.
MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Recreation or related field.
- 5 years relevant work experience, including proven success in event planning, fundraising and/or volunteer management.
- 1 year experience supervising the work of others.

OR

An equivalent combination of training and experience which produces the necessary knowledge, skills, and abilities to successfully perform the work.

Preferred

- 4 years experience in event planning and coordination.

Certifications/Licenses:

- Food handlers permit within 1 month of hire.
- Must possess a valid Utah Driver's License.
- Must be able to pass a pre-employment drug test, background check, physical and driving record check-if applicable.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work flexible hours and extra hours as required including weekends and holidays.
- Required to lift up to 50 lbs.
- Ability to communicate in English both verbally and in writing.
- Ability to develop effective working relationships with supervisor, subordinates, local agencies and the general public.
- Skilled in the art of diplomacy and cooperative problem solving.
- Ability to train, manage, guide, and motivate volunteers to achieve objectives.
- Strong computer skills and knowledge of office technology/equipment. Knowledge of Microsoft Word, Excel, Power Point, Publisher.
- Ability to plan, work independently and adhere to budget and timeline expectations.
- Coordinate complex projects and meet deadlines.
- Superior organizational and interpersonal skills. Ability to prioritize tasks and juggle many tasks simultaneously.
- Dependable and dedicated to achieving operational excellence, down to the smallest of details.
- Respond to sensitive matters and/or situations with discretion, tact, and confidentiality.

TOOLS & EQUIPMENT USED

- Variety of light equipment.
WORK ENVIRONMENT

• Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, kneeling, and reaching. Talking, hearing and seeing are essential to performing required job functions.
• Common eye, hand, finger dexterity must exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and ability to maintain composure in adverse situations.
• Daily exposure to weather extremes and seasonal conditions.
• Frequent local travel required in normal course of job performance.