

Fort Monroe Authority

Position Description- Director of Special Events

Job title:	Director of Special Events, Fort Monroe Authority (FMA)
Department:	Public Programs
FLSA status:	Exempt, FTE
Work conditions:	Office environment in historic building. Moderate to heavy lifting, occasional exposure to various weather conditions. Regular 40 hour work week, 8:30 AM – 5:00 PM. Occasional weekends and after hours work; during special events as necessary.
Salary:	\$66,000-\$74,000 annually based on knowledge and experience
Reports to:	Executive Director, FMA

Responsibilities of the Director of Special Events:

1. Evaluate current special events to determine the viability for continuing these events and expanding attendance at these events if determined to continue.
2. Assume leadership role for the creation, designing and implementation of new special events that increase visitation, enhance the visitor experience, and promote the brand of Fort Monroe.
3. Direct and oversee events for the Fort Monroe Authority in collaboration with the Fort Monroe Foundation and the NPS.
4. Serves as the first point of contact for event requests; provided screening and analysis of the event requirements and refers to the appropriate contact.
5. Collaborate with the Director of Communication to develop and implement marketing plans for special events.
6. Coordinate special event activities with Fort Monroe departments, the NPS, the City of Hampton, and other agencies to insure support and compliance with permitting and property restrictions.
7. Oversee the management of multiple rental facilities for public and private events at Fort Monroe.
8. Manage and oversee event staff, volunteers and contractors.
9. Insure compliance with permitting requirements for special events.
10. Develop community relationships that support participation in special events at Fort Monroe.
11. Provides input for a corporate sponsorship program with incentives for corporate participation.
12. Report monthly goals to the Executive Director including sponsorship, venue rental and ticket sale revenue, and event projections and forecasts.

13. Develop and manage individual event budgets as well as the Events annual budget, and help secure sponsorship as necessary.
14. Create an event database to ensure facility payments, donations, sponsorships and acknowledgment relating to special events efforts information is readily accessible.
15. May be called upon to make public presentations on special events programs at Board of Trustees meetings or other public forums.
16. Work with the Procurement Manager to purchase supplies and equipment to maintain special events inventory as needed.
17. Communicates regularly upcoming events and other impacts with stakeholders, residents, commercial tenants, and contractors.
18. Carries out other duties as assigned by the Executive Director.

Qualifications:

- Minimum of Bachelor's degree in marketing, sales, business or related field of study.
- Seven years experience in planning and implementing special events for a large organization.
- Specific experience to accepting management of previously existing events as well as the creation of new events.
- Proven record of success in staging events that range from 100 participants to 30,000.
- Tangible experience in creating and implementing programs that promote the brand of a unique venue and enhance the visitor experience.
- Specific experience in event logistics such as permitting, parking, vendor sales, ticket sales, and negotiating contracts with suppliers and entertainment participants.
- Event management experience that includes budgetary/fiscal management responsibilities including creating and managing budgets and evaluating a strong ROI.
- Experience in creating and managing corporate sponsorship packages.
- Excellent contract negotiation skills
- Demonstrated ability to collaborate with other departments and strategic municipal and federal partners.
- Previous experience with inspiring volunteers, co-workers, and sponsors to participate in the event planning and implementation.
- Managing venues for weddings, parties, and other ceremonies and increasing leasing activity at these venues.
- Experience in creating or managing a large annual event that creates significant attendance to

the site, promotes economic activity in the area, and serves as a catalyst for revenue to Fort Monroe.

- Inspirational leadership qualities.
- Knowledge of catering, banquet and event planning best practices
- Ability to oversee and coordinate contractors and services relating to events
- Ability to independently manage multiple tasks and projects and meet deadlines
- Ability to communicate effectively with colleagues, internally and externally.
- Ability to manage work flow and projects for Events Program Staff
- Exemplary interpersonal, written, verbal, and listening communication and dynamic organizational skills
- Strong customer service and sales focus; with ability to maintain confidentiality while working with sponsor and member sensitive information.
- Proficiency in Microsoft Suite, including Outlook, Word, Excel and PowerPoint;
- Knowledge of state processes and procedures a plus

The Fort Monroe Authority is an Equal Opportunity Employer; in compliance with EEOC.

Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

This position will be posted as open until filled.

To apply please forward (1) a copy of your resume, (2) a cover letter and (3) an FMA Job Application (available on our website at www.fortmonroe.org).

to:

Joan F. Baker
Human Resources Manager
jbaker@fortmonroe.org

Or mail to:

Joan F. Baker
Human Resources Manager
20 Ingalls Road
Fort Monroe, VA 23651