



Job title: Special Events Manager

Department: Venues, Events and Media Production (VEMP)

Salary Range : \$55,000 - \$60,000

FLSA status: Exempt FTE

Work Conditions: Office environment in historic building. Able to lift up to 50lbs. Frequent exposure to various weather conditions. Able to walk and stand for long periods of time. Required to work nights, weekends and holidays as needed.

Reports to: Director of Venues, Events, and Media Production

Responsibilities of the Live Event Production Manager:

In this role you will be required to manage all aspects surrounding the production of events for the Fort Monroe Authority. The Special Events Manager is responsible for the development, coordination, oversight, and execution of events at Fort Monroe. Duties include but are not limited to:

Responsibilities:

1. Development of new events appropriate to furthering the mission of the Fort Monroe Authority. Manage, oversee and execute established events at Fort Monroe. Contributes to planning of events at Fort Monroe.
2. Implements logistical plans for events and programming at Fort Monroe.

3. Coordinates equipment, public health and safety elements and protocols, ensures compliance with Fort Monroe Authority policies and procedures, for all events at Fort Monroe.
4. Work with vendors and contractors to ensure efficient and safe installation, use and removal of equipment.
5. Recruits and oversees program participants, members and volunteers as needed for events and programs produced by the VEMP Department.
6. Assists with the overall coordination, logistics and supervision of all Fort Monroe events.
7. Work with Director of VEMP and other VEMP Staff during all FMA events with general event tasks including but not limited to set up, break down, and event oversight.
8. The Special Events Manager will be responsible for co-managing a minimum of two (2) part-time staff members. This includes scheduling, training, communicating, assisting with performance reviews and any other staff management tasks related to the execution and management of events at Fort Monroe.
9. Works alongside Venue Manager to ensure all events are executed efficiently, safely and in line with FMA policies and values.
10. Assists the Director of VEMP in evaluating program effectiveness to develop improved methods.
11. Reviews applications or other program documents in conjunction with the Director of VEMP to determine acceptance and participation.
12. Provides assistance as needed to the Venue Manager with private venue rentals including but not limited to set up, breakdown, event oversight or other client services.
13. Assists with developing the planning and marketing of FMA events in collaboration with the FMA Director of Venues, Events and Media Production, and Director of Communications.
14. Controls budget for areas of responsibility.
15. Prepares periodic reports and records on program activities, revenue, or other special reports for the Director of VEMP.
16. Additional duties as assigned by the Director of VEMP.

Qualifications:

- Minimum 3 years of experience preferred in special event coordination and management. Other experience in project, venue or other related management also taken into consideration.
- Bachelor's degree in recreation, tourism, communications, marketing or equivalent related field preferred.

- Flexible and able to multi-task; can work in a fast-moving environment; demonstrated resourcefulness and ability to set priorities.
- Experience with relevant software applications to include Microsoft Office, Adobe, Google etc.
- Strong written and verbal communication skills mandatory.
- Excellent interpersonal skills, including the ability to collaborate with a diverse group of clients and stakeholders.
- Working knowledge of audio, video, and lighting equipment.
- Valid VA driver license.
- Must have reliable transportation.
- Must be available to work evenings, weekends, and holidays.
- Some split shifts are required.

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.