

EMPLOYEE NAME: _____

Revised: 10/14; 7/15; 8/17;7/23

JOB DESCRIPTION

POSITION TITLE: Senior Executive Director, Events & Venue Management	JOB CODE: 625
DIVISION: Chief of Staff	SALARY SCHEDULE: NA
DEPARTMENT: Events & Venue Management	WORKDAYS: Annual Administrative Employees
REPORTS TO: Chief of Staff	PAY GRADE: CZ00 (Based on CH66, Steps 27-29)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership to the Communications and Events Department to deliver an effective communications program and to manage and produce events for both internal and public audiences.	

REQUIREMENTS:

1.	Educational Level: Master's degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate (L-5 or higher)
3.	Experience: Minimum five (5) years of leadership experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; knowledge and practical experience in organizational communications, public communications, event management, event production, event technology and project management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages the functions of the Events Services and Venue Management business units to support the district's strategic plan, vision, mission, priorities, goals, and objectives that supports the district's brand and image.
3.	Monitors and evaluates the processes and results used to plan, manage, and produce events, processes, and efficiencies of venue management, and supporting activities with a focus on quality, effectiveness, and consistency.
4.	Leverages district resources consistently and strategically.
5.	Oversees the development, implementation, and continual improvement of the district's print and electronic media resources for use at internal and public events.
6.	Oversees, plans, and coordinates department and staff functions of the Events & Venue Management Department.
7.	Provides advice and counsel to the Superintendent and Chief of Staff regarding key issues that have implications for the district.
8.	Coordinates and facilitates internal and public events and projects to ensure activities are well-planned and executed effectively to produce intended results.
9.	Plans, organizes and implements long-term and short-term programs, activities, and services in support of strategic initiatives for the district at the direction of the Superintendent and Chief of Staff.
10.	Develops schedule of strategic events and administrative meetings.
11.	Provides leadership for all aspects of the planning, management, coordination, and production of District events.
12.	Provides leadership for all aspects of District graduation functions.
13.	Attends Board of Education meetings and coordinates associated multimedia content and technology.
14.	Attends and supports selected professional meetings and community forums, as needed.

15.	Represents the Superintendent on committees of external organizations as assigned by the Superintendent and Chief of Staff.
16.	Provides event planning, management, coordination, and production of the annual Teacher of the Year events and other events sponsored by strategic partners which support the district.
17.	Works collaboratively and effectively with other District divisions to achieve and communicate the strategic plan, vision, mission, priorities, goals, and objectives of the district.
18.	Manages the budgets of the Events & Venue Management Department and allocates resources appropriately.
19.	Hires, supervises, manages, and evaluates staff in the Events & Venue Management Department.
20.	Recruits, trains, assigns, and supervises student interns to provide content development and event design, planning, coordination, and production.
21.	Serves as a member of the District's Emergency Response Team.
22.	Undertakes special projects and performs other duties as assigned by the Superintendent and Chief of Staff.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____