



EMPLOYEE NAME: _____

Created: 1/18 Revised: 6/18;6/23;1/26

JOB DESCRIPTION

POSITION TITLE: Events & Projects Manager	JOB CODE: 465Y or 465W
DIVISION: Chief of Staff	SALARY SCHEDULE: Based on CIT (4, 5, 6 or 7) or Professional/Supervisory Support
DEPARTMENT: Events & Venue Management	WORKDAYS: 231
REPORTS TO: Senior Executive Director Events & Venue Management	PAY GRADE: Teacher or NK03 (Rank C)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Plans, executes and manages corporate and public events in a variety of venues to provide a high-quality experience for both the client department/division and the audience. Manages projects in support of the district's initiatives. Assists the Senior Executive Director with the overall management of the Events Department.	
REVISION DATE (S): 1/26	

REQUIREMENTS:

1. Educational Level: Bachelor's degree
2. Certification/License Required: Valid Georgia Teacher, School Counselor, or Leadership Certificate optional
3. Experience: 5 years professional experience
4. Physical Activities: Routine physical activities required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organization; project management; manage and prioritize work for multiple events and/or projects simultaneously.

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. Provides the highest level of customer service while delivering high-quality coordination for multiple, sometimes concurrent or overlapping, corporate and public events of all sizes in a variety of events.
3. Works collaboratively with clients and Department staff to design, specify, plan and coordinate event needs.
4. Receives client requests and initiates event orders detailing client requests, event requirements, event schedules, and setup specifications by collaborating with other Department staff to specify necessary requirements.
5. Performs site visits with Department staff, clients, venue representatives, and/or vendor/partner representatives to determine and specify equipment requirements.
6. Reviews CAD drawings of event designs and setups detailing necessary resources and plans for the event.
7. Collaborate with department staff to develop event timelines and schedules for preparation, load-in and load-out for events.
8. Collaborates with other department staff to coordinate event branding, messaging, promotion, and media coverage for signature/strategic events.
9. Assists with managing on-site production of events, as needed.
10. Works collaboratively with clients and content development team to develop and prepare multimedia content for delivery at events.
11. Develops, implements, and monitors best practices and procedures to ensure high-quality event coordination outcomes.
12. Collaborate with school representatives to plan individual school ceremonies for Spring Commencement. Review school plans and forwards to the Senior Executive Director with necessary and/or appropriate recommendations.
13. Develops and implements comprehensive plans for Spring and Summer Commencements.
14. Manages the process of ordering and fulfillment of diplomas.
15. Plans and manages short-term and long-term projects, as assigned.
16. Assists with the supervision and mentoring of student interns, as necessary.

17. Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____