



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/14; 7/15; 8/17;7/23; 5/26

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Executive Director, Events & Venue Management  | <b>JOB CODE:</b> 488P (cert) or 488V (class)  |
| <b>DIVISION:</b> Chief of Staff   | <b>SALARY SCHEDULE:</b> Annual Central Office Personnel or Professional/Supervisory Support |
| <b>DEPARTMENT:</b> Events & Venue Management  | <b>WORKDAYS:</b> Annual Administrative  |
| <b>REPORTS TO:</b> Chief of Staff   | <b>PAY GRADE:</b> CED (5, 6, or 7) or NKX1  |
| <b>FLSA:</b> Exempt   | <b>PAY FREQUENCY:</b> Monthly   |
| <b>PRIMARY FUNCTION:</b> Provides leadership to the Events Department to deliver an effective communications program and to manage and produce events for both internal and public audiences. |   |

**REQUIREMENTS:**

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| 1. | Educational Level: Master’s degree preferred  |
| 2. | Certification/License Required: Valid Georgia Driver’s License required, Class B preferred; Valid Georgia Leadership Certificate (L-5 or higher) preferred  |
| 3. | Experience: Minimum five (5) years of leadership/management 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:**

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| 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 support 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, plans, and coordinates department and staff functions of the Events & Venue Management Department.  |
| 6.  | Coordinates and facilitates internal and public events and projects to ensure activities are well-planned and executed effectively to produce intended results.   |
| 7.  | 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 Chief of Staff.                                      |
| 8.  | Develops schedule of strategic events and administrative meetings.  |
| 9.  | Provides leadership for all aspects of the planning, management, coordination, and production of District events.   |
| 10. | Provides leadership for all aspects of district graduation functions.   |
| 11. | Attends Board of Education meetings and coordinates associated multimedia content and technology.   |
| 12. | Attends and supports selected professional meetings and community forums, as needed.  |

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| 13. | 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. |
| 14. | Works collaboratively and effectively with other District divisions to achieve and communicate the strategic plan, vision, mission, priorities, goals, and objectives of the district.  |
| 15. | Manages the budgets of the Events & Venue Management Department and allocates resources appropriately.  |
| 16. | Hires, supervises, manages, and evaluates staff in the Events & Venue Management Department.  |
| 17. | Recruits, trains, assigns, and supervises student interns to provide content development and event design, planning, coordination, and production.                                      |
| 18. | Performs other duties as assigned by appropriate administrator.   |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_