



Job Posting

Special Events Director

The City of Knoxville, Tennessee is seeking a new Director for the Office of Special Events, which works to promote a vibrant, creative, and welcoming community by producing safe and successful events that promote cultural diversity, support the local economy, and provide high-quality, affordable entertainment to residents and visitors.

This is a dynamic position that requires collaboration, attention to detail, communication skills, creativity and problem-solving, and regular work outside of traditional business hours.

The full job description, including minimum and preferred qualifications, is below.

Interested candidates should submit a resume and cover letter to Debbie Thomas at dkthomas@knoxvilletn.gov no later than October 16, 2020.

<The City of Knoxville is an Equal Opportunity Employer>

POSITION DESCRIPTION

City of Knoxville

GENERAL DESCRIPTION

The Special Events Director directs and supervises the Office of Special Events, which works to promote a vibrant, creative, and welcoming community by producing safe and successful events that promote cultural diversity, support the local economy, and provide high-quality, affordable entertainment to residents and visitors. This is a dynamic position that requires collaboration, attention to detail, communication skills, creativity and problem-solving, and regular work outside of traditional business hours.

ESSENTIAL FUNCTIONS

Plans, organizes, and manages the Office of Special Events including supervision of employees, development of plans of action, and coordination of activities with other city departments and other organizations. The Office of Special Events supports approximately 1,200 events each year, ranging from small City-led press conferences to regional festivals that attract thousands of residents to our City.

Actively organizes and oversees all city involvement with special events, including events organized by the City of Knoxville and events organized by others that are hosted on City-owned property.

Responsible for planning and managing City-hosted events of all sizes, as well as partnering with community groups to accommodate privately-hosted special events on City property.

Responsible for setting and communicating event guidelines, which may vary depending on venue, and working closely with event organizers and numerous City departments to establish appropriate safety protocols and mitigate negative impacts on the environment and surrounding neighborhoods and businesses.

Serves as a liaison and resource to diverse community groups in the Knoxville area that are seeking to host events on City streets and property, including many festivals, outdoor concerts, runs, walks and parades.

Leads City efforts to fundraise in the private sector to secure additional funding through grants and sponsorships for the events that are developed and implemented by the Special Events office, as necessary.

Works closely with many other City Departments, as well as numerous government and community partners, to effectively ensure successful events.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of supervision.

Knowledge of the techniques and procedures of effective public communication.

Ability to write, revise, and edit material for publication.

Ability to plan, organize, assign, supervise, and inspect the work of others.

Ability to evaluate situations and make decisions.

Ability to express ideas clearly, concisely, and convincingly.

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to work under pressure and meet deadlines.

Ability to work outside of traditional business hours (i.e. on nights and weekends)

MINIMUM REQUIREMENTS

5 Years of progressively responsible experience in a staff or managerial capacity.

PREFERRED QUALIFICATIONS

5 years of progressively responsible experience in event planning and production.

Experience with successful fund-raising in the private or non-profit sectors.