



JOB DESCRIPTION

Title: <i>EVENT PRODUCER</i>	Team: Special Events
Reports to: Special Events Manager	Status: Full-Time, Non-Exempt

Summary

The Event Producer assists in the design, planning, and execution of Special Events at See Rock City, Inc. attractions. Under the direction of the Special Events Manager the Event Producer is responsible for performing the following duties:

Responsibilities

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Ensures that company policies are followed through leading by example and communicating questions and concerns with the Special Events Manager on a regular basis.
- Assists with planning, coordination, and execution of set-up and tear-down of special events and park decor.
- Assists with upkeep procedures, prep work, and organization of inventory, including sound and light equipment, props, décor, and costumes.
- Assists with the creation of schedules as needed.
- Works independently or with little supervision to complete tasks by a deadline.
- Leads and assists special events team partners, under the direction of the manager, for various facets of setup, tear-down, and execution of special events. Participates and assists with identifying new opportunities for the design and planning of Special Events.
- Assists the Special Events Manager with Community Partnership functions at the events and Contract Performer relations as needed.
- Assists with administrative tasks including sign requests, work orders, and related items.
- Assists in running events, involving daily set-up and tear-down of sound, lights, props, décor, and costume pieces; handling of talent (including payments); and character development, safety policies and procedures while in costume.
- May assist with media visits or other event promotion activities, as needed.
- Performs other duties as assigned by management.

Qualifications

- High school diploma or GED required. Associate degree in Event Management or related field preferred.
- Minimum 2 years' experience in special events and/or performance environment preferred.
- Possess a kind outgoing personality, the desire to contribute to a great team, and willingness to learn or improve skills.
- Ability to display a professional, engaging, and polite image to guests and team partners.
- Ability to speak effectively in one-on-one and small group situations knowing that your feedback and input is important to the team.
- Ability to effectively present information and respond to questions from a group of managers, guests, or the public; read and analyze business correspondence; to develop and write reports.
- Ability to work well with a diverse group of people--internal and external guests.
- Must possess excellent computer skills and be proficient in MS Office, including Word, Excel, and Outlook.
- Ability to read and understand operational documents.
- Possess a current driver's license and good driving record.

- Ability to work effectively with a team in a fast-paced, efficient, environment.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 50 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.