

Event Venue Manager

Department

Venue 1921 at East Ridge

Summary

The employee performs administrative, programming, and supervisory work in planning, scheduling, coordinating, and directing the operations of Venue 1921 at East Ridge.

Minimum Qualifications include:

- Must possess demonstrated experience in planning of events, programs, meetings, etc.
- Must have a strong knowledge of principles and practices of effective event planning and event center management
- Must have proven knowledge of preparation and execution of contracts and agreements related to booking entertainment events, trade shows, and conventions.
- Possess a Valid Driver's License
- Must have a minimum of an Associates degree in leisure services, facilities management, event planning, marketing, or related field
- Must have 3 years experience in event management, recreation planning, or related field

The City of East Ridge is an Equal Opportunity Employer and TN Drug-Free Workplace

A completed City of East Ridge application form (found on the City's website www.eastridgetn.gov) is required for consideration. Applicant's resume and cover letter may be submitted electronically to Michelle Sinigaglio, Human Resources Director: msinigaglio@eastridgetn.gov.