



Special Events Manager

What Success Looks Like in This Job

The Adams County Parks, Open Space & Cultural Arts Department is looking for a dynamic individual to join our team and assist in bringing the County's Vision - Adams County is the most innovative and inclusive county in America for all families and businesses; and the Department's Vision - To significantly enhance quality of life, enrich communities & INSPIRE! - to life. If selected, you will manage all planning, coordination, and management activities of the County's special events for the Parks, Open Space & Cultural Arts Department. This includes but is not limited to providing leadership to various planning efforts for the department, leading the Adams County Fair and other Community events, liquor concessions, and all contracted events at the Adams County Riverdale Regional Park and other county facilities. You will also be expected to provide highly responsible and complex professional support to the Department's Leadership Team. If this sounds like a good fit, please continue reading!

Examples of Duties for Success

- Inspire staff working within the Special Events Division to always provide superior customer service to residents.
- Develop, coordinate, and direct the organization, staffing, and operational activities for the Adams County Event Services division.
- Oversee event services liquor operations ensuring all state and local laws are followed and adequate access to resources is available for the organization.
- Plan, coordinate, and manage the activities and special events held at the Adams County Regional Park including the annual Adams County Fair and other county sponsored events.
- Oversee management of reservation system and rentals of the Adams County Regional Park Complex and other parks including contract administration and execution.
- Recommend goals and objectives related to the direction of individual special events and maintain the business and strategic plans with an emphasis on long-term financial sustainability.
- Spearhead the hiring and coordination efforts for artist/act booking, shaping memorable events and performances at the new Adams County Arena.
- Review and recommend annual facility policy and user fees.
- Develop and implement the annual fair, regional park marketing plan and sponsorship program.

- Serve as the staff representative on the Fair Advisory Board.
- Work in partnership with 4-H and their events at the Riverdale Regional Park.
- Perform other related duties and responsibilities as required.

Supervisory Responsibilities:

Exercises direct supervision over staff.

Qualifications for Success

- Knowledge of the principles and practices of management, supervision, strategic planning, and leadership.
- Knowledge of the principles and practices of liquor, beverage. Concessionaire, vender, and concert productions.
- Knowledge of the principles and practices of general fiscal management, sponsorships, budget preparation and administration.
- Knowledge of the principles and practices of social media, websites, mobile app, mobile website, and implementation
- Knowledge of the principles and practices of working with a citizen board, elected officials, and general public.
- Knowledge of recent developments, current literature, and sources of information regarding Parks, Open Space, Recreation, Trails, Cultural Arts, Special Events, and other areas of the Department.
- Knowledge of the principles of supervision, training, and performance evaluation.
- Knowledge and ability to interpret and apply pertinent Federal, State, and local laws, codes, and regulations pertaining to special events, liquor, and beverage concessions.
- Knowledge of the principles of booking, promoting, and operating concerts, performances and large-scale rental events and productions
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Computer Skills: Working knowledge of Microsoft Office.
- Communicate clearly and concisely, both orally and in writing. Excellent public speaking and presentation skills.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Is seen by their peers as a living embodiment of the Adams County Values, Norms and Cultural Competencies.

More Qualifications for Success

Education and Training: A Bachelor's Degree in Business Administration, Event Management, or related field is preferred.

Experience: Requires a minimum of 5 years' experience in large scale event and facilities event management.

License of Certificate: Certificates in fair management desired. TIPs Certification required.

Possession of or ability to obtain an appropriate valid driver's license required.

Background Check: Must pass a criminal background check.

Other: Must pass liquor license background check and must be named as an officer on the liquor license.

Essential duties require the following physical abilities and work environment:

Ability to sit, exposure to noise, outdoors, dust and other potential hazards.

Must attend night meetings and work evening hours.

Must be able to work weekends and flexible schedule.

To apply, visit <https://adcogov.org/career-opportunities>.